

CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: All personnel, Construction
Branch

From: Senior Assistant Director
PWE/ECRE, Construction Branch

Date: 31 October 2003

Subject: **CONSTRUCTION MANAGEMENT PROCESS
MANUAL**

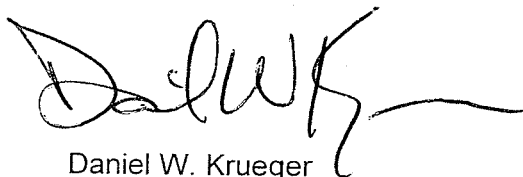
This memo disseminates our new Process Manual for managing CIP construction projects. The manual is an authoritative guide to how we accomplish our mission as the construction management agency for the Department. In most cases, these processes lay out the steps we commonly take now to accomplish our work. All members of the Branch should routinely refer to this manual to accomplish all of our work.

My expectation with the publication of the manual is that it will be a resource for you as a ready reference. I also expect that our work will become more effective by developing enhanced teamwork through greater clarity in roles and greater consistency across the entirety of our program, whether managed by City employees or consultant construction managers.

Many of you have directly contributed to the development of this manual and I appreciate those efforts. Whether it was through participation on one of the process development teams, or through reviewing and commenting on the processes, you have helped write this book.

As we publish the manual, I also recognize that we need to have a process that the book does not reflect—a process for review and change of the manual so that it is continually improved. The Process Team Leaders and I will review and revise this manual on an annual basis, and even on an event basis if needed. We have posted each of the processes with their associated examples and standards on the Construction Branch drive of the local area network. Each directory contains a folder where you may at any time post your comments on the specific process. We will use these comments in our process improvement efforts. I encourage you to provide such feedback, just as many of you did during the process development period.

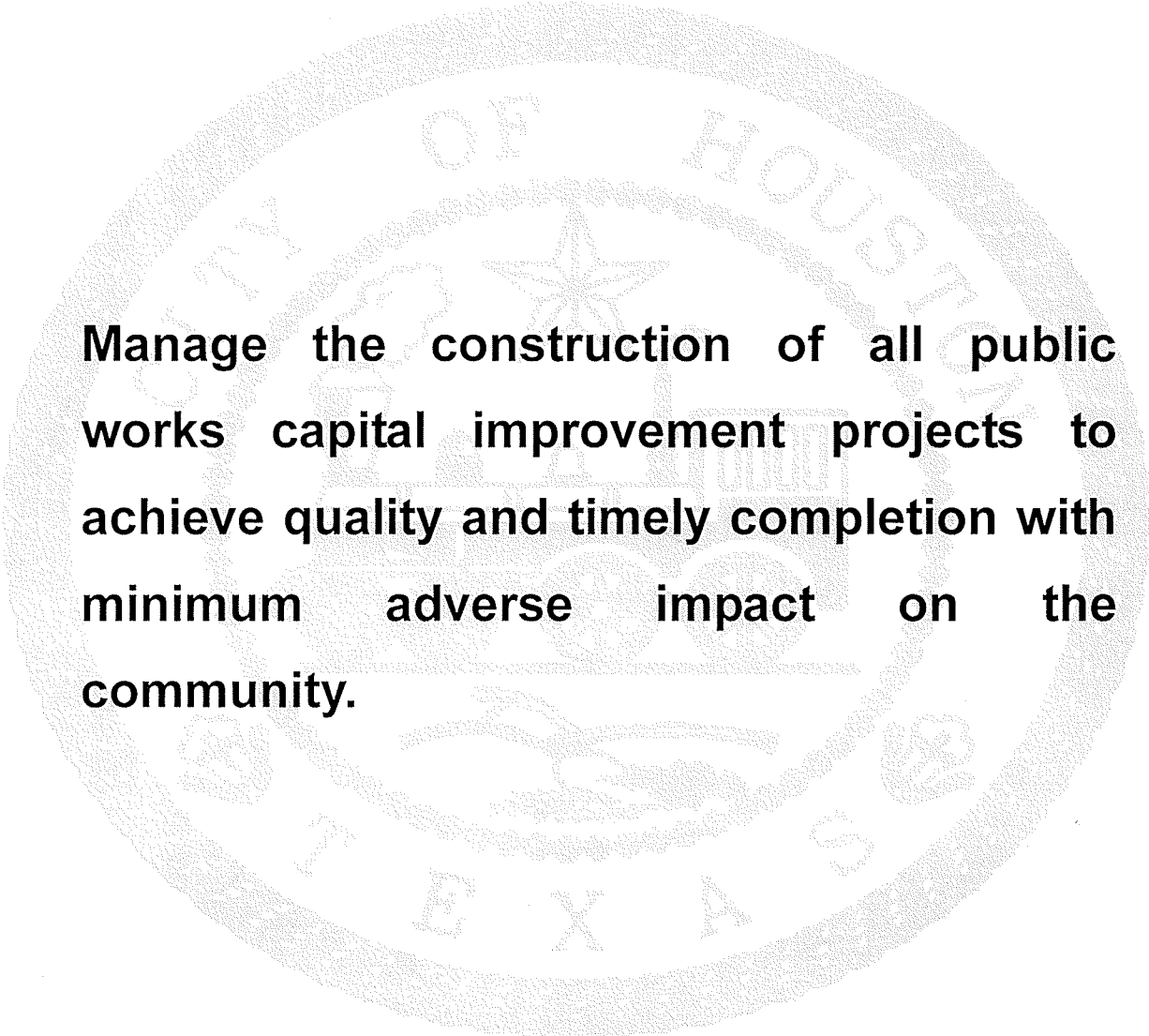
I look forward to working together and using this resource, as we **continuously build quality infrastructure for Houston.**



Daniel W. Krueger

CONSTRUCTION BRANCH

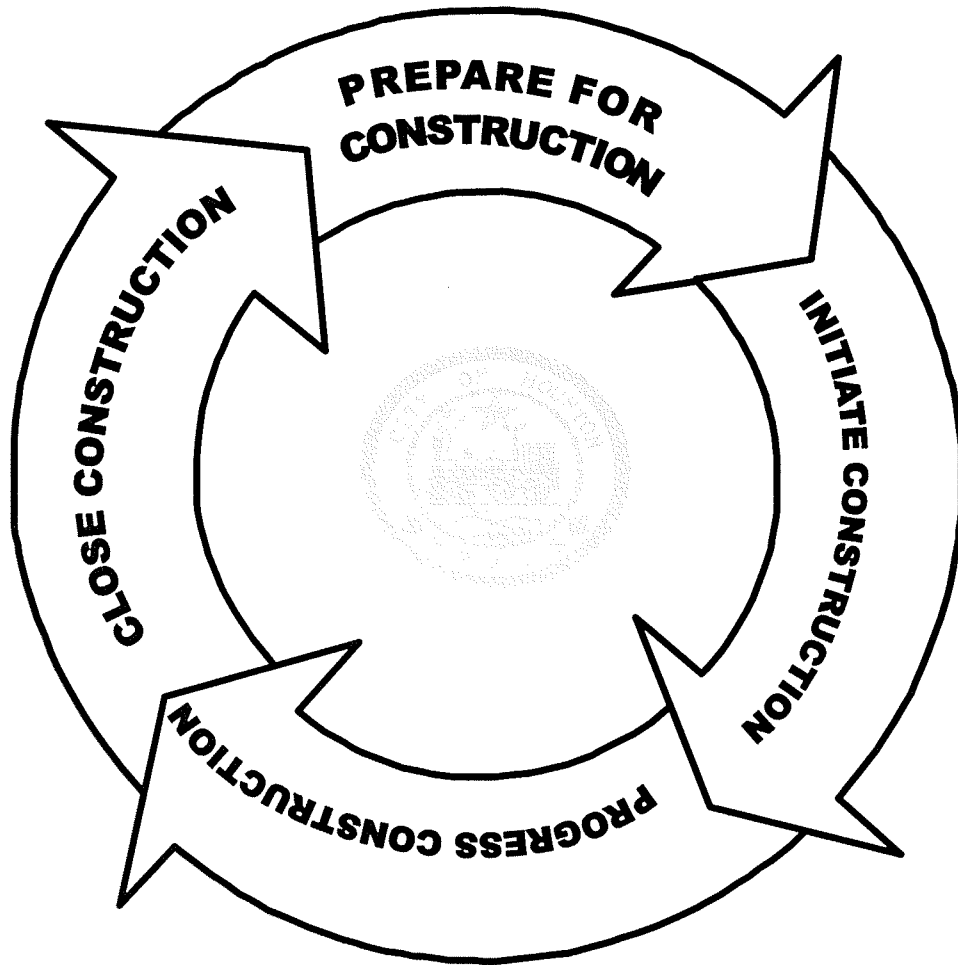
MISSION STATEMENT



Manage the construction of all public works capital improvement projects to achieve quality and timely completion with minimum adverse impact on the community.

CONSTRUCTION BRANCH

(MAJOR PROCESSES)



**“CONTINUOUSLY BUILDING QUALITY
INFRASTRUCTURE FOR HOUSTON”**

CONSTRUCTION BRANCH (PROCESSES)

1. Prepare for Construction
 - 1.1. Review CIP and forecast project management responsibility
 - 1.2. Contract for construction managers
 - 1.3. Provide constructability input during design
2. Initiate Construction
 - 2.1. Receive transfer of contract/project documents
 - 2.2. Set-up project file
 - 2.3. Validate and update project database
 - 2.4. Issue NTP
 - 2.5. Conduct Pre-construction Conference
 - 2.6. Conduct community communications
3. Progress Construction
 - 3.1. Inspect Project
 - 3.2. Maintain project documentation
 - 3.3. Review and respond to submittals
 - 3.4. Process pay estimates
 - 3.5. Conduct Progress Meeting
 - 3.6. Report Project Status
 - 3.7. Respond to RFI's
 - 3.8. Develop and process change orders as required
 - 3.9. Process CM invoices
 - 3.10. Analyze and Settle Claims
4. Close Construction
 - 4.1. Conduct substantial completion inspection and certify
 - 4.2. Conduct final inspection
 - 4.3. Prepare Request for Council Action Package
 - 4.4. Process final payment
 - 4.5. Conduct Warranty Inspection
 - 4.6. Archive Project Documents

CONTRIBUTORS

<u>POSITION</u>	<u>ABBREVIATION</u>
1. ASSISTANT DIRECTOR	AD
2. CHIEF ENGINEER	CE
3. ADMINISTRATIVE SUPERVISOR	AS
4. SENIOR ENGINEER	SE
5. PROJECT MANAGER	PM
6. CHIEF INSPECTOR	CI
7. SENIOR INSPECTOR	SI
8. PROJECT INSPECTOR	PI
9. PROJECT CONTROLS	PC
10.DOCUMENT CONTROL	DC
11.ESTIMATOR	ES
12.ADMINISTRATIVE ASSISTANT	AA
13.CLOSEOUT ADMINISTRATOR	CA
14.INVOICE ADMINISTRATOR	IA

GLOSSARY OF TERMS

Major Process	Primary process which provides a framework to support accomplishment of the mission statement.
Process	Organized activity (tasks or subprocesses) conducted within major processes with defined input(s) and output(s).
Subprocess	Defined segments of Branch processes that include multiple tasks and contributors.
Task	Discrete activity step which is a component of processes and subprocesses.
Deliverable	Output of the process normally represented by required information formatted to a prescribed standard.
Contributor	Positions within the organization that conduct tasks and participate in processes.
Task/Process Owner	The contributor with primary responsibility for the accomplishment of task/process and quality of output.

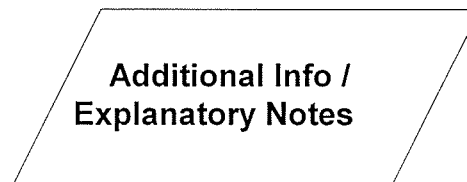
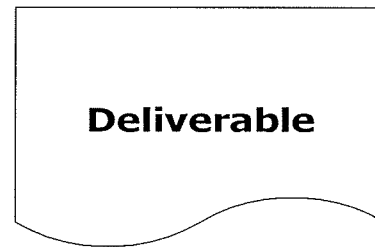
LEGEND

Code	Task/Process Owner(s)		
SubProcess Or Task			
AD	SE	SI	
CE	PM	PI	

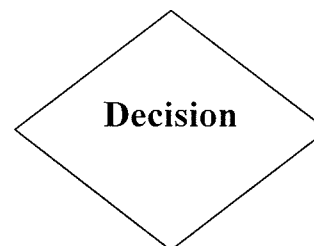
(CONTRIBUTOR)
Likely to Participate
in a process

Code			
	Predefined Process or SubProcess		

	Other Contributor	
Activity Conducted By A Individual Or Organization Outside The Contruction Branch		



Suggested Logical
dependency
between activities

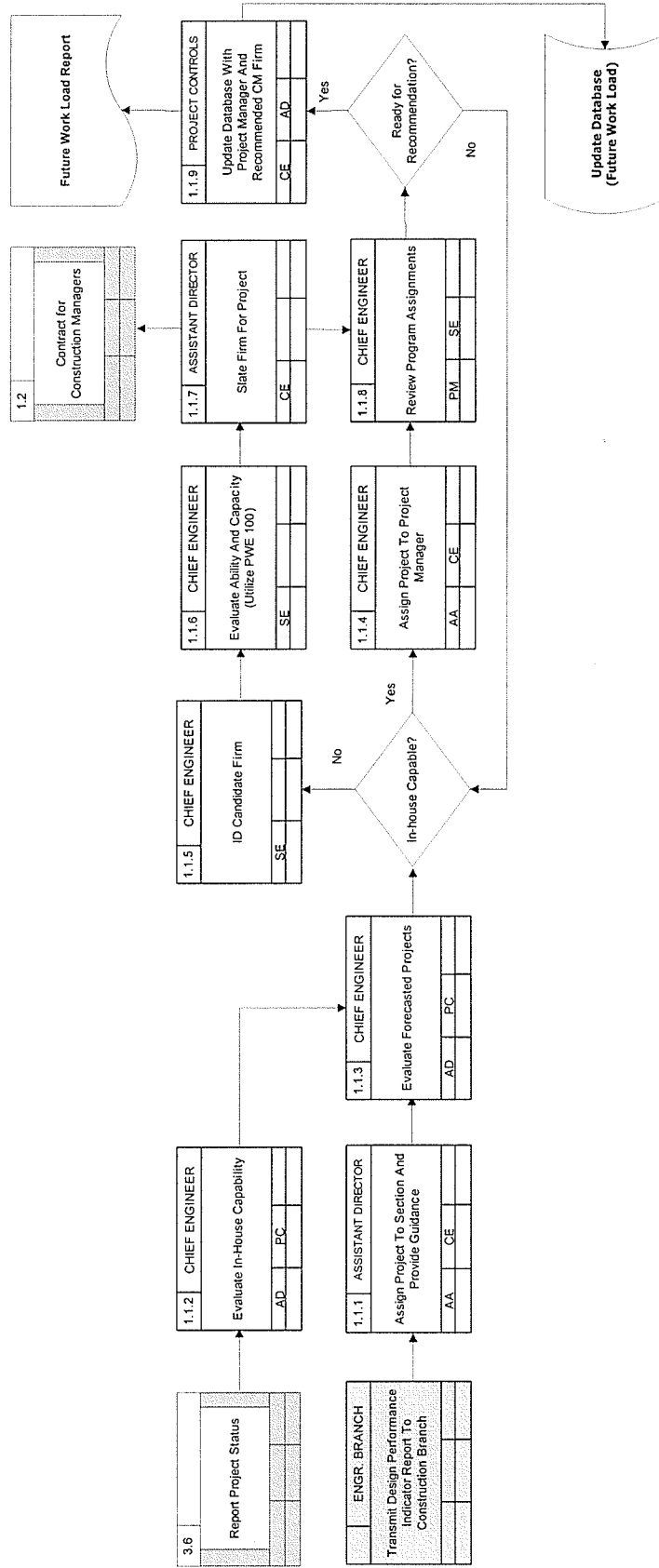


Process Sequence Note:

The process maps show activities that may be undertaken during the Processes. It is not intended to suggest an exact sequence of events.

MAJOR PROCESS - 1
PREPARE FOR CONSTRUCTION

PROCESS 1.1 - REVIEW CIP AND FORECAST PROJECT MANAGEMENT RESPONSIBILITY



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Predefined Process or Subprocess

Code	Process Owner (s)	SubProcess Or Task

Other Contributor	Activity Conducted By A Individual Or Organization Outside Construction Branch

CONTRIBUTORS	
AD = ASSISTANT DIRECTOR	CE = CHIEF ENGINEER
AS = ADMIN SUPERVISOR	SE = SENIOR ENGINEER
PI = PROJECT INSPECTOR	PC = PROJECT CONTROLS
DC = DOCUMENT CONTROL	ES = ESTIMATOR
AA = ADMINISTRATIVE ASSISTANT	IA = INVOICE ADMINISTRATOR
CA = CLOSEOUT ADMINISTRATOR	

Deliverable

Suggested Logical dependency between activities

Update Database

PROCESS EXAMPLES

CONSTRUCTION
FY2004 INDICATOR
JULY 2003

10/15/2003

Count	CIP/ GFS	Chief Engineer / Project Manager	Type of Contract	Project	Original Forecast / Current Forecast or Actual	Consultant Contractor	PER Complete (dates)	50 % Final Design (dates)	90 % Final Design (dates)	Acquisition % Complete	Advertise (dates)	Award (dates)	Hand Off to Construction (dates)	Road Block
1	S-0012	Zubair Ambiee	Construction	SEWPP Co-Participant Administration Building	\$500,000.00	CDM	11/8/2002	9/4/2003	12/1/2003	N/A	1/9/2004	3/24/2004		
2	S-0019	OS	Construction	Water System Renovation at PW&E Bldg and City Hall Annex (BSD)	\$1,000,000.00	Lay-Su				N/A				FY04 Design Award
3	S-0035-92-3	Schiller	Construction	W.L. Replacement: Richmond Plaza	\$1,546,000.00	Lin	9/9/2002	12/30/2002	3/25/2003	N/A	8/15/2003	10/22/2003		
4	WA10731	Zubair	Construction	W.L. Replacement: Lakewood Heights	\$1,420,000.00	Kuo	9/9/2002	12/30/2002	3/25/2003	N/A	8/15/2003			
5	S-0035-95-3	Allen	Construction	W.L. Replacement: Lakewood Heights	\$1,420,000.00	Kuo	8/28/2002	1/6/2003	5/27/2003	N/A	8/29/2003	11/5/2003		
6	WA10736	Zubair	Construction	Watermain Point Repair	\$1,835,000.00	City Staff	8/28/2002	1/6/2003	5/27/2003	N/A	8/22/2003	11/5/2003		
7	S-0035-P1-03	Millage	Work Order											
8	WA10633-03	Smith	Construction	20" WL along Elgin & Calhoun, from Scott to Wheeler	\$3,370,000.00	LAN	10/15/2001	10/17/2002	12/2/2002	N/A	7/11/2003	10/1/2003		
9	S-0035-98-02	Zubair	Construction	W.L. Replacement: The Heights	\$2,611,000.00	Consultants	9/22/2002	6/2/2003	9/11/2003	N/A	1/9/2004	3/8/2004		
10	WA10722	Morris	Construction	W.L. Replacement: Westbury East	\$2,362,000.00	JNS	9/22/2002	6/2/2003	3/7/2003	N/A	9/12/2003	11/19/2003		
11	S-0035-94-03	Zubair	Construction	W.L. Replacement: Westbury East	\$1,778,000.00	Quadrant	7/12/2002	11/18/2003	3/7/2003	N/A	9/12/2003	11/19/2003		
12	WA10733	Zubair	Construction	W.L. Replacement: Westbury West	\$1,778,000.00	Quadrant	7/22/2002	11/12/2002	3/24/2003	N/A	9/12/2003	11/19/2003		
13	S-0035-98-03	Zubair	Construction	Construction Management Professional Services for Various Waterline Projects	\$5,000.00	TBD	7/22/2002	11/12/2002	3/24/2003	N/A		9/17/2003		
14	WA10739	Allen	CM											
15	S-0035-UE-03	TL	Construction	W.L. Replacement: Ridgecrest	\$2,070,000.00	Associates	11/19/2002	3/4/2003	8/27/2003	N/A	11/21/2003	2/4/2004		
16	S-0035-96-03	Zubair	Construction	CORROSION PREVENTION AND REHABILITATION PROGRAM	\$1,155,000.00		11/19/2002	3/4/2003		N/A				
17	S-0037	Baig	Construction	Chlorine Railcar Enclosure at Plant 3 and Related Security at Plant 1, 2 & 3	\$6,000,000.00	THOMPSON	10/1/2003	11/14/2003	1/27/2004	N/A	2/27/2004	5/4/2004		
18	S-0056	Zubair	Construction	EWPP 1.2&3 sludge improvements - Package 2	\$15,896,000.00	PTI	11/15/2001	6/25/2002	12/2/2003	N/A	1/16/2004	3/24/2004		Sludge recalculation study
19	S-0056-12-03	Zubair	Construction	EWPP Upgrade and optimization (350 MGD Firm Cap)- Package 3	\$6,000,000.00	THOMPSON	11/15/2001	6/25/2002	12/2/2003	N/A	1/16/2004	3/24/2004		
20	WA10536-7	Ambiee	Construction	New water well in Willowbrook	\$1,350,000.00	Sparks	12/17/2001	11/1/2002	2/28/2003	0%	1/9/2004	3/31/2004		Condemnation in progress
21	S-0100-12-03	Zubair	Construction	New Water Collection Lines in Willowbrook	\$1,150,000.00	Sparks	12/17/2001	11/1/2002	2/28/2003	N/A	3/26/2004	6/2/2004		Need Well quality tested
22	WA10673-1	Msigwa	Construction	Water Wells Rework	\$2,500,000.00	LBG Guyton	12/17/2001	11/1/2002	3/1/2004	N/A	8/15/2003	10/29/2003		
23	S-0100-12-03a	Zubair	Construction	SCADA System Improvements	\$12,389,063.00	CDM	NA	4/4/2003	6/26/2003	N/A	8/15/2003	10/29/2003		
24	WA10673-2	Zubair	Construction	Heights & Central Chlorination Improvements	\$2,300,000.00	A&S	NA	4/4/2003	6/26/2003	N/A	8/15/2003	10/29/2003		
25	S-0200-14-03	Zubair	Construction	Dist. 67 EST, Kingwood1, Kingwood 2	\$2,530,000.00	PATE	10/14/2000	NA	6/13/2003	N/A	1/9/2004	3/31/2004		On hold -additional security work
26	WA10562-3	Ambiee	Construction											
27	S-0522	Zubair	Construction											
28	S-0533	Zubair	Construction											
29	WA10596-31	Harris	Construction											
30	S-0600-31-03	Zubair	Construction											
31	WA10596-31	Harris	Construction											
32	S-0600-32-03	Zubair	Construction	Parkglen #1	\$2,070,000.00	PATE	11/15/2001	NA	7/24/2003	N/A	10/17/2003	1/14/2004		

Future Work FY2003 PROJECTS

GFS NUMBER	PROJECT DESCRIPTION	Key Map No(s)	ESTIMATED BID DATE	ESTIMATED CONSTR. COST	Selected CM	Section	Contract	PM	Sr. Insp	Insp
N-0610A-B2-3	Safe Sidewalk Program	VAR	08-May-03	\$755,100.00	Firm A	S	50571	Jamil Chunawa		
S-0035 -KH -3	Waterline Replacement in Kennedy Heights Subdivision	573M	05-Dec-02	\$585,000.00		S		Michael Smith	David Garcia	Tony Iwu
S-0700 -56 -3	Water Main Grid Extension at various locations, Package 1	370E, 373S, 415J, 488Y, 452A, 528C	05-Dec-02	\$1,800,000.00		N				
M-0242-08-3	Storm Sewer Improvements along Ward Blvd		12-Dec-02	\$300,000.00		S		Mike Smith	David Garcia	Ben Hammo
R-0801-06-3	Sanitary Sewer System for Braeburn Gardens	529Z, 569C&D	12-Dec-02	\$1,500,000.00	Firm B	F	54067			
S-0900 -80 -3	Surface Water Transmission Program - Repairs to primarily large diameter water mains (24 inches in diameter and greater)	Citywide	12-Dec-02	\$1,000,000.00	Firm C	N	50226			
N-0364 -04 -3	Neighborhood Street Reconstruction. NSR 432B - Phase III	492R, 493N, 533M, R	19-Dec-02	\$3,500,000.00		S		Mike Smith	David Garcia	Tony Iwu
S-0035 -81 -3	Water Line Replacement Gulf Meadows Subdivision	575X, L, T	19-Dec-02	\$2,000,000.00	Firm D	S	53550	Jamil Chunawa		
S-0056 -11 -3	Sludge Package 1B - East Water Purification Plant Complex	496U, Y	02-Jan-03	\$3,500,000.00		F				
S-0900 -79 -3	Pressure Reducing Valve Stations at various locations, Package 2	455T, 493R, Q, 494X, V, 495	09-Jan-03	\$1,360,000.00	Firm E	N	50226			
R-0267-77-3	Millbanks LS Rehab.	570E	16-Jan-03	\$450,000.00	Firm F	F	53830			
S-0035 -60 -3	Water Line Replacement in Marilyn Estates and Sharpstown.	531S, T, W, X 530 M	16-Jan-03	\$1,704,000.00		S		Jeff Chukwu	Eddie Womack	J. McGuire
R-0267 -B2 -3	Brookfield Lift Station Replacement and Diversion of Cook Road No. 1 and 2 and Sharpcrest Lift Stations	529J&N	23-Jan-03	\$3,339,600.00		F				
S-0700 -55 -3	Water Main Grid Extension at various locations, Package 2	571M, 572J, K, L	23-Jan-03	\$2,500,000.00		S		Jeff Chukwu	Eddie Womack	Nito Accupon

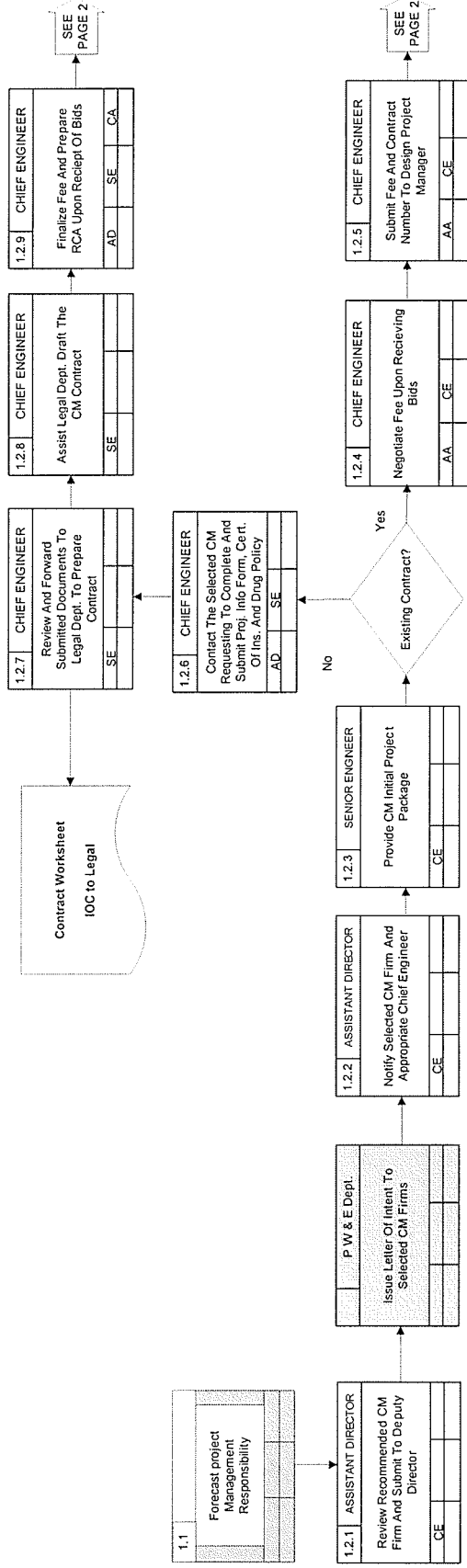
PROCESS STANDARD

STANDARDS

PROCESS 1.1 – Review CIP and Forecast project management responsibility

1. The process will be executed fully each year upon receipt of the Engineer Branch project schedule (performance indicator report) and result in the slate for project assignments and recommendations for CM firms within 1 month..
2. The Assistant Director and Chief Engineers will review project assignments and updates to the Engineer Branch project schedule at least quarterly and update as necessary.

PROCESS 1.2 - CONTRACT FOR CONSTRUCTION MANAGERS



10 DAYS 15 DAYS 5 DAYS

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Predefined Process or Subprocess

Code	Process Owner (S)

SubProcess Or Task

Code	SubProcess Or Task

(CONTRIBUTOR) Likely to Participate in a process

Code	Other Contributor

Activity Conducted By A Contributor Outside The Construction Branch

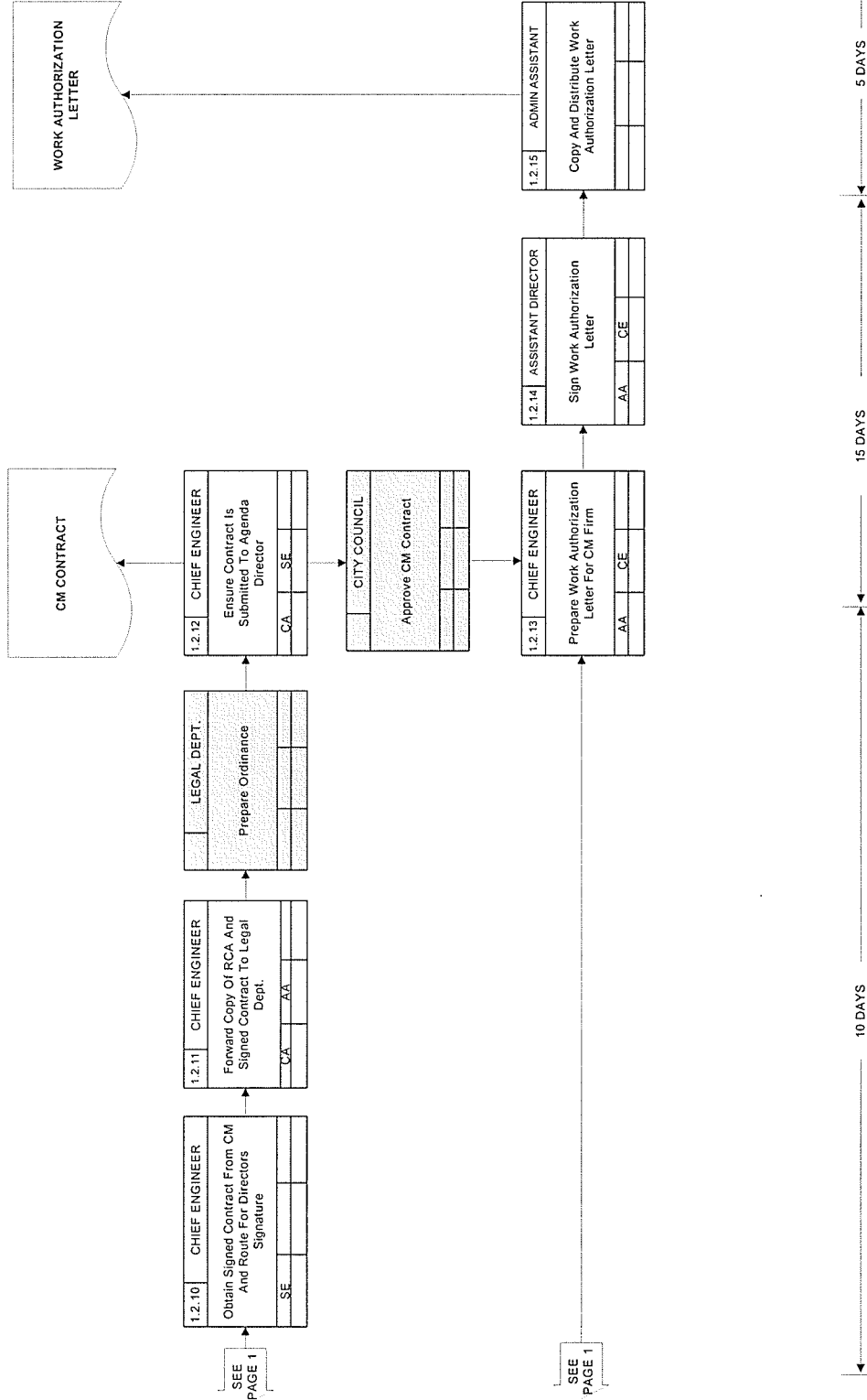
CONTRIBUTORS
AD = ASSISTANT DIRECTOR AS = ADMIN SUPERVISOR PI = PROJECT INSPECTOR DC = DOCUMENT CONTROL AA = ADMINISTRATIVE ASSISTANT CA = CLOSETOUT ADMINISTRATOR
CE = CHIEF ENGINEER SE = SENIOR ENGINEER PC = PROJECT CONTROLS ES = ESTIMATOR IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database

PROCESS 1.2 - CONTRACT FOR CONSTRUCTION MANAGERS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Process Owner (s)
Predefined Process or Subprocess	

Code	Process Owner (s)
SubProcess Or Task	

Code	Process Owner (s)
Activity Conducted By A Contributor	

CONTRIBUTORS
 AD = ASSISTANT DIRECTOR
 AS = ADMIN SUPERVISOR
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 DC = DOCUMENT CONTROL
 AA = ADMINISTRATIVE ASSISTANT
 CA = CLOSEOUT ADMINISTRATOR

CE = CHIEF ENGINEER
 SE = SENIOR ENGINEER
 PC = PROJECT CONTROLS
 ES = ESTIMATOR
 IA = INVOICE ADMINISTRATOR

Code	Process Owner (s)
Deliverable	

Code	Process Owner (s)
Update Database	

Code	Process Owner (s)
Work Authorization Letter	

PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Lee P. Brown
Mayor

Jon C. Vanden Bosch, P.E.
Director
Public Works & Engineering
Department
P.O. Box 1562,
Houston, Texas 77251-1562

T. 713.837.0037
F. 713.837.0040
www.cityofhouston.gov

February 7, 2003

Mr. [REDACTED]
[REDACTED]
[REDACTED]
Houston, Texas 77098

**Re: Construction Management - Construction Inspection Services
S-0035-82: Water Line Replacement - Ashford Park**

Dear Mr. [REDACTED]

I am pleased to inform you that your firm has been selected to provide CM/CI services for the construction projects referenced above. My staff will be in contact with your office to schedule a meeting to begin negotiations. We look forward to working with you in this effort.

Should you have any questions, please let me know. If desired, your staff may contact Mr. Daniel W. Krueger at (713) 837-0452.

Sincerely,

Jon C. Vanden Bosch, P. E.
Director
Department of Public Works and Engineering

JCV:GNO:lac

cc: Daniel W. Krueger, P. E.



CITY OF HOUSTON

Public Works and Engineering
Department

Lee P. Brown

Mayor

Jon C. Bosch, P.E.
Director
Public Works & Engineering
Department
P.O. Box 1562,
Houston, Texas 77251-1562

March 10, 2003

T. 713.837.0037
F. 713.837.0040
www.cityofhouston.gov

Mr. [REDACTED]
[REDACTED]
[REDACTED]
Houston, Texas 77098

Re: Construction Management- Construction Inspection Services
GFS # S-0035-82, Water Line Replacement – Ashford Park

Dear Mr. [REDACTED]:

Per the Director's recent letter I am writing to inform you that we expect the subject project to be bid for construction on April 10. The City will then proceed to award the construction contract within six weeks following.

We intend to use the standard City of Houston contract for you to provide the construction management and inspection services, and are providing that document as an enclosure for your review. Mr. Aldo Ranzani is our Chief Engineer who will have responsibility for this construction and will lead the City's efforts in negotiating your level of services and total fee. He will also appoint a City Project Manager who will be responsible for the administration of your contract/work order. Mr. Ranzani will contact you as soon as plans and specifications are available for you for this project. Upon receipt of the project information I request you prepare your proposal for providing the construction management and inspection services for this project and forward same to Mr. Ranzani, no later than March 28.

We look forward to working with you in accomplishing this project successfully. Should you have questions, please contact me at (713) 837-0452.

Sincerely,

Daniel W. Krueger, P.E.
Senior Assistant Director
Engineering, Construction and Real Estate

DWK:dj

cc: Gary Oradat, P.E.
Aldo Ranzani, P.E.
Mohammed Zubair, P.E.
Calvin Curtis, Attorney
File Copy

**Proposed Construction Managers for
PROJECTS TO BID
FY2003**

GFS NUMBER	PROJECT DESCRIPTION	Key Map No(s)	ESTIMATED BID DATE	ESTIMATED CONSTR. COST	Rec'd CM
M-0531-01-3	South of Little York from Hardy Toll Road to Halls Bayou	413U,V, 414S	28-Mar-03	\$6,600,000.00	COH
N-0364 -04 -3	Neighborhood Street Reconstruction. NSR 432B - Phase III	492R, 493N,533M R	19-Dec-02	\$3,500,000.00	COH
N-0373 -02 -3	Neighborhood Street Reconstruction NSR 440A.	532S,W	29-May-02	\$6,700,000.00	Firm A
N-0610A-09 -3	Safe Sidewalk Program	VAR	28-Nov-02	\$741,200.00	Firm B
N-0610A-B1 -3	Safe Sidewalk Program	VAR	27-Feb-03	\$650,000.00	Firm C
N-0610A-B2 -3	Safe Sidewalk Program	VAR	24-Apr-03	\$433,000.00	COH
N-0610A-B3 -3	Safe Sidewalk Program	VAR	29-May-03	\$433,000.00	COH
N-0610A-C2-3	Safe Sidewalk Program	VAR	28-Nov-02	\$755,100.00	Firm D
N-0610A-C3 -3	Safe Sidewalk Program	VAR	27-Mar-03	\$650,000.00	Firm E
N-0644H-01-3	Kingwood Drive: Willow Terrance to Mills Branch	296S	29-May-03	\$1,400,000.00	Firm F
N-0691-01-3	Avenida de las Americas: Rusk to Texas	493R	27-May-03	\$2,000,000.00	COH
N-0694-01-3	Highstar: Kirkwood to Dairy Ashford	528H,529E	29-May-03	\$4,000,000.00	COH
N-0709-01-3	Lee Road Widening from FM 1960 to Garner Bayou	334Z,335W	09-Jan-03	\$1,500,000.00	COH
N-0722 -01 -3	Bertner Bridge and Paving from Holcolme to S. Braeswood.	533E,J	27-Feb-03	\$1,500,000.00	Firm G
N-0775 -01 -3	Kirby Drive Reconstruction from 610 to Holcolme.	532G,L,Q, U	30-Jan-03	\$12,500,000.00	Firm H
N-1037-01-3	Overlay - Tier IX	VAR	29-May-03	\$6,000,000.00	Firm C
N-1315-01-3	Freeman Town Project	493P	29-May-03	\$2,800,000.00	COH
N-610A-T7-3	Safe Sidewalk Program	VAR	27-Feb-03	\$300,000.00	Firm C
R-0265-24-3	69th St. WWTP Dryer Rep/Reh	494R	13-Feb-03	\$7,800,000.00	Firm I
R-0265-25-3	Northside WWF Imp.	494L	13-Feb-03	\$367,000.00	COH



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Jo Wigginton

From: Senior Assistant Director
ECRE/Construction Branch

Date: 7 April 2003

Subject: **REQUEST FOR LEGAL ASSISTANCE**

PWE intends to contract with [REDACTED] for provision of construction management services for the 69th Street WWTP Improvements, CIP No. R-0509-07-3. This project is scheduled to be bid on 24 April. Enclosed is the completed information sheet for this firm. Request LGL prepare contract documents for a standard project-specific CM contract. Please leave the limit of appropriation blank at this time. If you would forward the prepared documents to us, we will coordinate with the firm to obtain signatures on two original sets and forward these back to you as we process the request for Council approval. Request that the documents be prepared by 16 April to support our request to Council for approval of the contract on the 29-30 April agenda.

Daniel W. Krueger, P.E.

Enclosure

DWK:dj

cc: Gary N. Oradat, P.E.
Calvin Curtis (LGL)
Karen Leback, Esq.
Carl Smitha, P.E.

CONSTRUCTION MANAGEMENT CONTRACT INFORMATION SHEET

Please provide the information requested below. If you have any questions, contact Calvin Curtis at (713) 247-1477 or Jo Wiginton at (713) 247-2054.

1. Check one of the boxes below to indicate the type of contract
☐ Single Project ☐ Multiple Projects
2. Full Legal Name of Construction Manager as it appears in the secretary of state's office of the state of incorporation: _____

Name under which Construction Manager is doing business (if different from above) as it appears on an Assured Name Certificate: _____

3. Check the box below concerning legal organization of Construction Manager:
☐ Corporation ☐ Sole Proprietorship ☐ Partnership

4. Address of Construction Manager: _____

5. Name and title of person executing contract for the Construction Manager (President, Vice President or a person authorized by Construction Manager): _____

6. Construction Manager's Tax Identification No. _____

7. Construction Manager's Salary Burden Factor:_____

8. Construction Manager's Overhead and Profit Factor for office work is _____ and
for field work is _____.

9. Construction Manager's Raw Salary Multiplier for office work is _____
and for field work is _____
(Salary Burden Factor * Overhead on Profit Factor = Raw Salary Multiplier)

10. Brief description of Project for the title of the Contract (include GFS No., File No. and
location):_____

11. MWBE Goal: _____%

12. Contract Amount: _____.

13. Raw Salary Rates: (Attach proposed exhibit using the following format)

Employee Classification:

Maximum Raw Salary Rate:

Request for Council Action Routing Form

(RCA) **SUBJECT:** Professional Construction Management and Inspection Services Contract between the City and [REDACTED] for Water Line Replacement in Campbell Woods / Long Point Acres.
GFS No. S-0035-93-3.

(RCA) **RECOMMENDATION:** (Summary) Approve Construction Management and Inspection Services Contract with [REDACTED]

COUNCIL AGENDA DATE: _____, 2003

(Circle One)
Motion
Resolution
Ordinance

CUIC ID# 20AR034

Originator/Prime Author:
Aldo Ranzani, P.E.
Phone # 713/837-7047

Routing Order: (Originator/Prime Author specified by Name)	Date/Time Received	Date/Time Transmitted	Comments
Chief Engineer, PW&E Aldo Ranzani, P.E. 713/837-7047		4/9/03 AR	
Senior Assistant Director Daniel W. Krueger 713/837-0452		4/10/03 DWK	
Fiscal Management Division, PU, PW&E Jim Habicht 713/837-0295			
Deputy Director, PU, PW&E Jeff Taylor 713/837-0448			
Deputy Director, ECRE, PW&E Gary N. Oradat, P.E. 713/837-0540			
Chief of Staff, PW&E George Bravenec			
Director, PW&E Jon C. Vanden Bosch, P.E.			
Agenda Director Marty Stein 713/247-3195			
City Secretary's Office Anna Russell 713/247-1840			

TO: Mayor via City Secretary

REQUEST FOR COUNCIL ACTION

SUBJECT: Professional Construction Management and Inspection Services Contract between the City and [REDACTED] for Water Line Replacement in Campbell Woods / Long Point Acres GFS No. S-0035-93-3.		Category # 1, 9	Page 1 of 2	Agenda Item #
FROM (Department or other point of origin): Department of Public Works and Engineering		Origination Date		Agenda Date
DIRECTOR'S SIGNATURE: Jon C. Vanden Bosch, P.E., Director		Council District affected: A		
For additional information contact: Daniel W. Krueger Senior Assistant Director Phone: (713) 837-0452		Date and identification of prior authorizing Council action: N/A		
RECOMMENDATION: (Summary) Approve Construction Management and Inspection Services Contract with [REDACTED]				
Amount and Source of Funding: N/A			F & A Budget:	
SPECIFIC EXPLANATION:				
PROJECT NOTICE/JUSTIFICATION: This Contract is part of the City's Water Line Replacement Program. This Program is required to replace and upgrade water lines within the City to increase circulation and availability of water.				
DESCRIPTION/SCOPE: This Contract Provides for Construction Management and Inspection Services for subject project designed by the Water Engineering Branch of the Department of Public Works and Engineering.				
LOCATION: The project area is generally bounded by Hammerly on north, Briarwild and Yuponale on south, Blalock on east and Witte on West. The Project is located in the Key Map grids 450-S, T, U, and W.				
SCOPE OF CONTRACT AND FEE: This Contract will provide Construction Management and Inspection services, including contract administration, processing pay estimates, coordinating schedules, evaluating proposals and change orders, site representation, closeout documentation, and tasks requested by the Director.				
Project funding for Construction Management Services will be appropriated with the contract award which will include the cost of administrative startup costs occur prior to the construction contract award.				
M/WBE PARTICIPATION: The M/WBE goal for this project is set at 24%. The M/WBE Contract Amount will be based on the amount appropriated at the time of construction award. The consultant has proposed the following firm to achieve this goal.				
<u>NAME OF FIRM</u>		<u>WORK DESCRIPTION</u>		
1. [REDACTED]		Inspection Services		
JCV:DWK:AR:mq G:\a-ws-div\const\Consultants\Black&Veatch\RCA.doc				
C: Marty Stein Gary N. Oradat, P.E.		Gilbert Garcia John J. de Leon	George Bravenec Cheryl Martin	Robert Fiederlein File No. Admin
REQUIRED AUTHORIZATION				
Director:		Other Authorization:		
		Gary Oradat, P.E., Deputy Director Engineering, Construction and Real Estate Division		

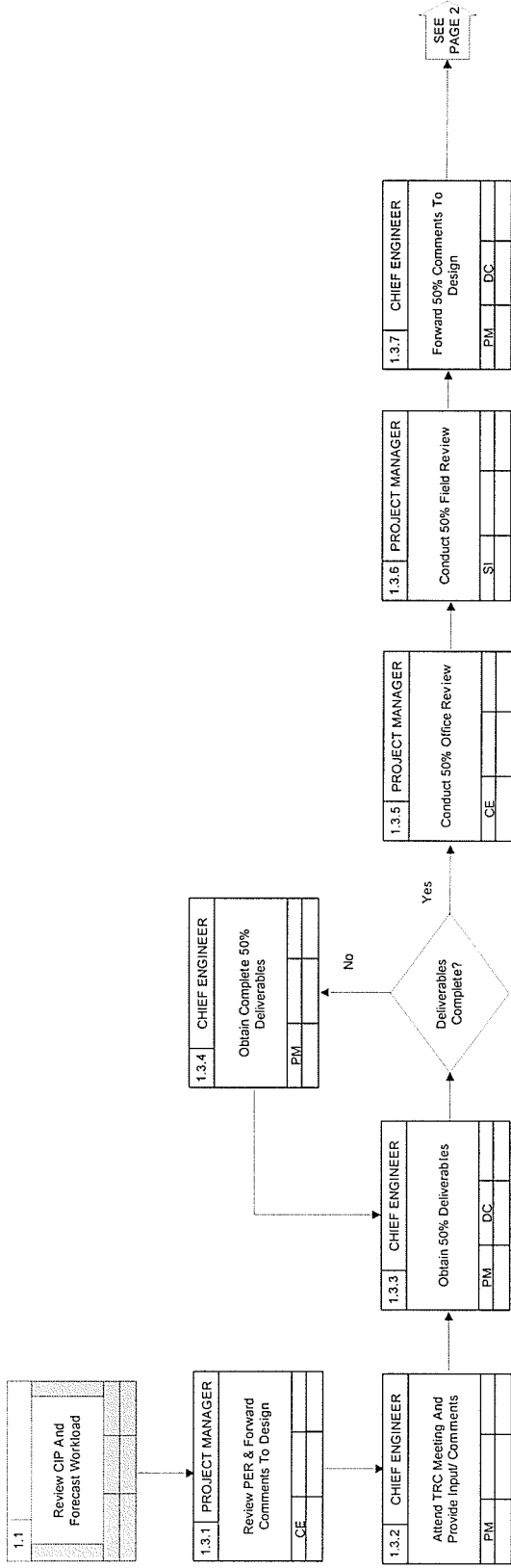
CUIC ID # 20AR034

PROCESS STANDARD

STANDARDS
PROCESS 1.2 – Contract for Construction Managers

1. The process will be repeated each year upon receipt of the Engineer Branch project schedule (performance indicator report) and one month after forecasting Project Managers responsibility.
2. Chief Engineer's selections will be based on past performance of existing CMs and review the PWE 100 forms.

PROCESS - 1.3 PROVIDE CONSTRUCTABILITY INPUT DURING DESIGN



5 DAYS 7 DAYS

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Predefined Process or Subprocess

Code

SubProcess Or Task

Code

Process Owner (s)

Contributor (s) (List in Predefined Process in a process)

Other Contributor

Activity Conducted By A Contributor Outside The Construction Branch

CONTRIBUTORS

AD = ASSISTANT DIRECTOR
AS = ADMIN SUPERVISOR
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
AA = ADMINISTRATIVE ASSISTANT
CA = CLOSEOUT ADMINISTRATOR

CE = CHIEF ENGINEER
SE = SENIOR ENGINEER
PE = PROJECT ENGINEER
PC = PROJECT CONTROLS
ES = ESTIMATOR
IA = INVOICE ADMINISTRATOR

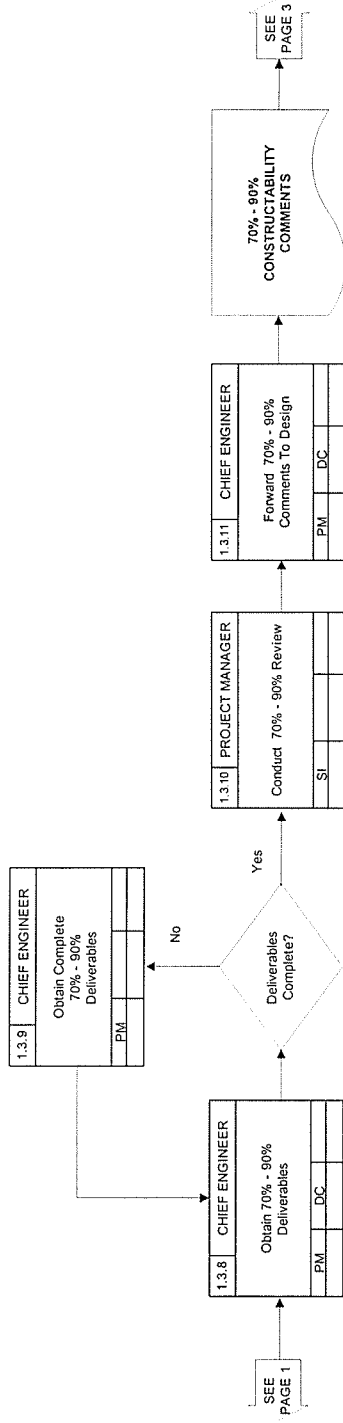
Deliverable

Suggested Logical dependency between activities

Update Database

Drawing Page: 1 of 3

PROCESS - 1.3 PROVIDE CONSTRUCTABILITY INPUT DURING DESIGN



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Process Owner (s)

Code	SubProcess Or Task

Code	Other Contributor

Code	Contributors

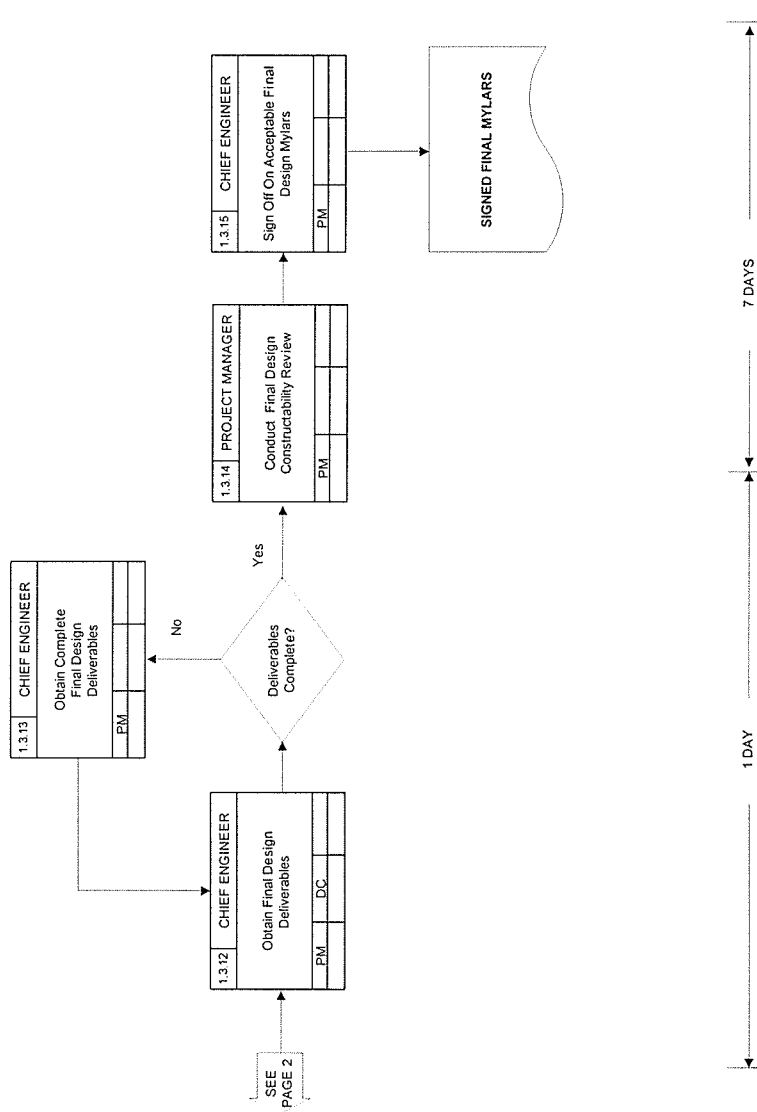
Code	Deliverable

Code	Update Database

Code	Drawing Page

(CONTRIBUTOR) (Link to Public page in a process)

PROCESS - 1.3 PROVIDE CONSTRUCTABILITY INPUT DURING DESIGN



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Predefined Process or Subprocess

Code	Process Owner (b)	SubProcess Or Task

(CONTRIBUTOR) Likely to Provide Input in a process.

Code	Other Contributor

Activity Conducted By A Contributor Outside The Construction Branch

CONTRIBUTORS	
AD = ASSISTANT DIRECTOR	CE = CHIEF ENGINEER
AS = ADMIN SUPERVISOR	SE = SENIOR ENGINEER
PI = PROJECT INSPECTOR	PC = PROJECT CONTROLS
DC = DOCUMENT CONTROL	ES = ESTIMATOR
IA = ADMINISTRATIVE ASSISTANT	IA = INVOICE ADMINISTRATOR
CA = CLOSEOUT ADMINISTRATOR	

Deliverable

Update Database

PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Bill Zod P.E.
Project Manager

From: Chief Engineer

Construction

Branch

Date: October 2, 2003

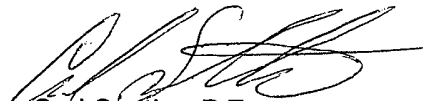
Subject: 50% REVIEW
FWSD NO. 23 WWTP IMPROVEMENTS
GFS NO.: R-0265-27-3, FILE NO.: 4760-7

We have completed the 50% review of the project drawings. Our comments are as follows:

- 1) The condition of existing floor on Clarifiers No. 2, 3 & 4 should be checked to make sure that there is no spalling and that they are ready to receive the new rotating mechanism. If anything needs to be fixed on the floor of the existing clarifiers, this is the time before the rotating mechanism is changed.
- 2) Contractor should be required to check and adjust the elevations of all the weirs in the various clarifiers to make sure that they are all the same. Do the existing weirs have some adjustment left in them or some of them need to be changed? Provide for a few weir changes in the Contract.

Please provide Revised Project Plans, Document 00405 and Technical Specifications for the next review. Also, please include a note in your next submittal as to how the above issues have been addressed.

If you have any questions, I may be contacted at extension 77398.



Carl Smitha, P.E.

CWS: ni

cc: File No. R-0265-27-3, 2.25



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Hao Vu P.E.
Project Manager

From: Chief Engineer
Branch

Construction

Date: October 2, 2003

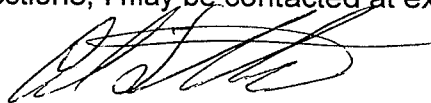
Subject: 90% REVIEW OF LANG LIFT STATION
R-0267-70-3; FILE NO. 4816-2
GFS NO.: R-0267-70-3, FILE NO.: 4816-2

We have completed the 90% review of the project drawings. Our comments are as follows:

- 1) Schedule of Unit Price work needs to be revamped. Description of the Lift Station should include words to the effect, "all items shown on the plans and specifications but not quantified elsewhere". For instance, Contractor is to provide T-Lock, but it is not called out anywhere in the schedule. All lift station items should be in one lump sum item.
- 2) It is customary to include extra depth for manholes. At least we should add the wording "all depths" to avoid any confusion.
- 3) The Permits called out in bid item 39 should be deleted since it is paid under the Cash Allowance item.
- 4) The quantity for fiberglass grating is shown to be 240 Sq. Ft. The drawings show at least 304 square feet. Please review and check the quantity for all other bid items.
- 5) Please cross check the drawings. The sections called out and the details where they are drawn do not match in many cases.
- 6) Though Grounding is now called out the standard details for grounding are not shown on the plans. Please address this issue on the next revision.
- 7) The extra work items should include quantities for: Extra Hand excavation, Extra ductile iron compact fittings in place, extra placement of cement stabilized sand etc.
- 8) ESA results? Existing contamination of site from previous use?
- 9) Use revised current specifications.
- 10) Please see comments on sheet 5 & 10. A) The power line is over the proposed lift station. It needs to be rerouted. B) Use proper line weight to identify proposed work. C) The manhole should be called out as Corrosion Resistant Forcemain Discharge Manhole. D) Also the 48-inch manhole on the 48-inch line should be detailed. (ie Proposed Manhole built on top of the existing 48-inch sewer)

Page 2 of 2
October 2, 2003
File No. 4816-2, 90% review

Please provide Revised Project Plans, Document 00405 and complete contract Specifications for the next review. While resubmitting, please respond as to how these comments have been addressed in the revision. If you have any questions, I may be contacted at extension 77398.

A handwritten signature in black ink, appearing to read 'Carl Smitha', with a stylized flourish extending to the right.

Carl Smitha, P.E.

CWS: ni

cc: File No. R-0267-70-3, 2.25

PROCESS STANDARD

Standard

Process 1.3 – Provide Constructability input during design

50% Review

Deliverables

- * Redline Drawings
- * Geotechnical Report
- * Phase One Environmental Site Assessment (ESA I)
- * Tree Protection Report
- * ESA II (if applicable)
- * Exhibit "A" of the Design Contract

Procedure

The Construction Project Manager, Senior Inspector, Design Project Manager and the Engineer of Record will conduct a site visit of the project to perform the preliminary construction field investigation. The Engineer of Record will incorporate all agreed upon changes into the Contract Drawings. Review time is approximately 10 working days.

70% Review

Deliverables

- * All reviewed deliverables of the 50% review
- * Complete Blue line Construction drawings as described in Exhibit "A" of the design contract.
- * Draft Specifications as described in Exhibit "A" of the design contract.
- * Sheet by sheet quantity takeoff

Procedure

Construction Project Manager will review deliverables and return comments to design project manager. Review time is approximately 10 working days.

Final Design

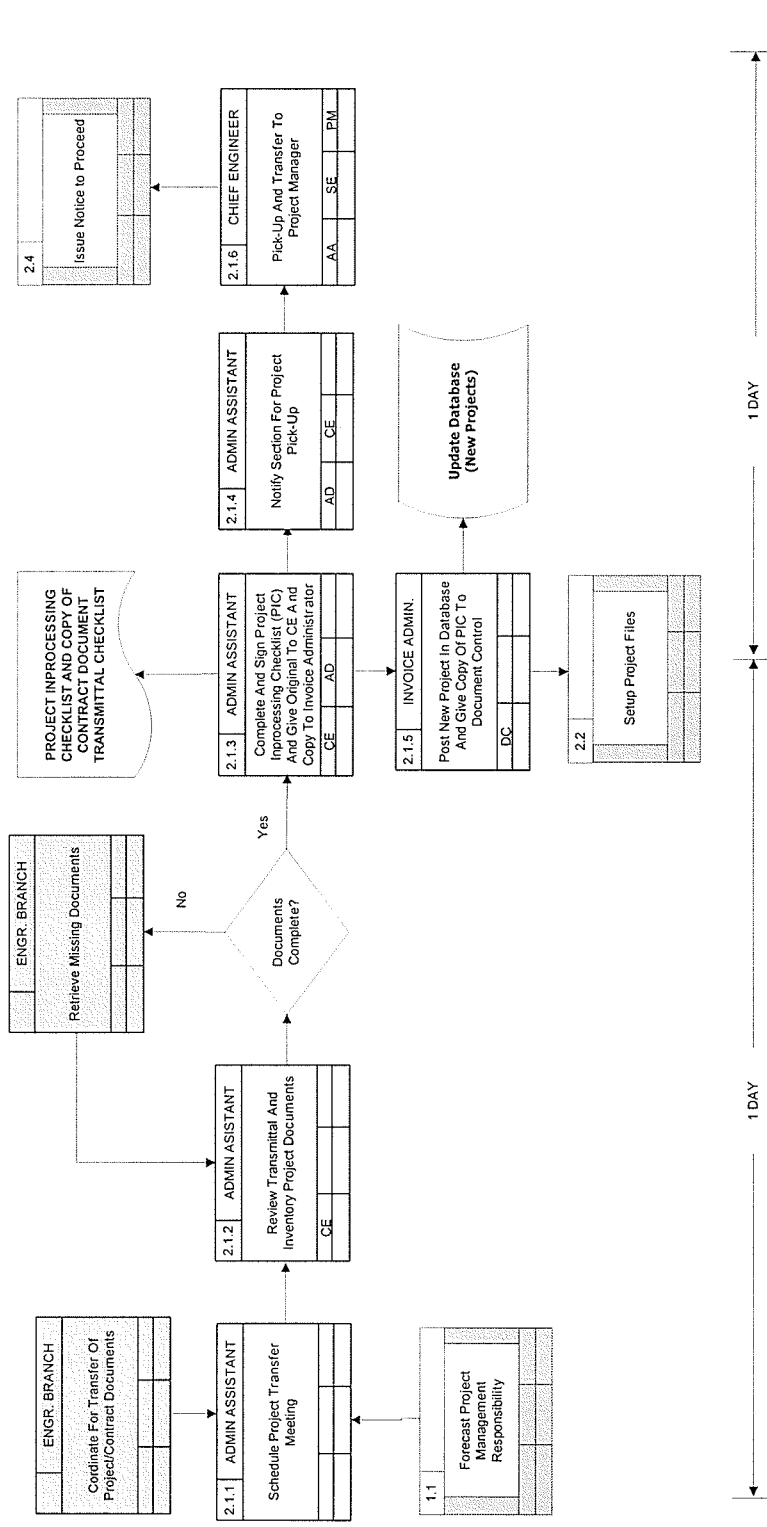
Deliverables

- * All reviewed deliverables of the 70% review
- * Documentation that all City and outside agency permit application have been submitted to said agencies.
- * Revised Contract Documents
- * Revised sheet by sheet quantity take off
- * Original Mylar Construction Drawings
- * Other documents as described in Exhibit "A" of the design contract

Procedure

The construction Project Manager will review the complete final construction documents and drawings along with other required deliverables in accordance with city of Houston guidelines and procedures. Once the documents are approved by the Construction Project Manager the drawings will be forward to the Construction Chief Engineer for signature. Review time is approximately 10 working days

PROCESS 2.1 - RECEIVE TRANSFER OF CONTRACT/PROJECT DOCUMENTS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code	Process Owner (s)
SubProcess Or Task	SubProcess Or Task

Code	Contributor
AD	ADMIN ASSISTANT
AS	ADMIN SUPERVISOR
PI	PROJECT INSPECTOR
DC	DOCUMENT CONTROL
AA	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR

Code	Activity Conducted By A Contributor Outside The Construction Branch
Other Contributor	Other Contributor

Code	Deliverable
Update Database	Update Database

Suggested Logical dependency between activities

Drawing Page: 1 of 1

(CONTRIBUTOR Uppercase Process Code In A Process)

PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To:

Daniel W. Krueger
Senior Assistant Director
Construction Branch

From:

John J. Sakolosky, P.E., Senior Assistant Director
Engineering Branch
Engineering, Construction and Real Estate
Division

Date:

June 27, 2003

Subject:

CONTRACT DOCUMENT TRANSMITTAL FOR
NORTHEAST WATER PLANT WELL COLLECTION
LINE
G.F.S. NO. S-0936-06-3; File No. WA10605-3

Coordination and verification items included in design process are:

	YES	NO	N/A
Easements, Rights-of-way, or rights-of-entry cleared			X
State highway permits have been secured			X
Franchise utility relocations have been coordinated:			X
Pipeline relocations coordinated			X
Railroad permits secured			X
Flood Control permits/approvals have been secured			X
METRO conflicts/agreements coordinated and/or secured			X
Encroachments removal coordinated			X
One copy of plans/specifications for approved City Building Permit application secured			X
Corps of Engineers approval			X
Environmental Protection Agency approval			X
TCEQ \ TDH requirements	X		
TWDB release (OK to give NTP)			X
Approvals required by any other City Departments	X		
TDLR Case Number: _____			X

Attached are the following project documents:

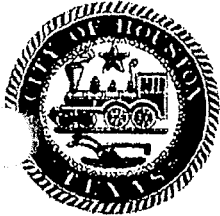
	YES	NO	N/A
2 Executed Contract Documents (1 Original)	X		
Geotechnical and Environmental Reports	X		
Permits			X
Parks and Recreation Department Tree Permits			X
10 Complete set(s) drawings	X		
6 Complete set(s) reduced sized drawings (11"x17")	X		
8 Complete set(s) project manual and addenda	X		
Copy of construction award RCA and maps	X		
Funding synopsis	X		
Approved Drug Policy Checklist submittal	X		
Copy of bid tab	X		

G:\A-WS-DIV\WPDATA\B\WA10605-3\Contract Submittal Checklist.doc

c: Gary N. Oradat, P.E. Mohammed Zubair, P. E.

Rajinder P. Singh

File No. - WA10605-3



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: John J. Sakolosky, P.E.
Senior Assistant Director
Engineering Branch

From: Senior Assistant Director
Construction Branch

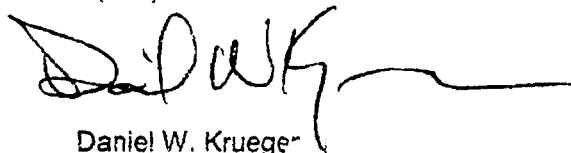
Date: 26 February 2003

Subject: TRANSMITTAL OF NEW CONSTRUCTION
CONTRACTS TO CONSTRUCTION BRANCH

When transferring new projects to the Construction Branch, I request that the below listed documents be delivered to my administrative assistant, Diane Jahangiri for logging and assignment to the appropriate Chief Engineer.

1. Contract Transmittal Checklist (original and 1 copy)
2. Two executed Contract Documents
3. Executed copy of Award RCA and maps
4. Copy of Appropriating Ordinance
5. Project Information Sheet
6. Funding Synopsis
7. Approved Drug Policy Routing Sheet
8. Permits (if applicable)
9. Bid Tabs
10. Project specifications and 10 large sets, plus 6 small sets of Drawings (11" X 17")
11. Railroad Right-of-Entry (if applicable)
12. Geotechnical and Environmental Reports
13. Other pertinent information required for project management

Should you have any questions, please contact me at (713) 837-0452.



Daniel W. Krueger

DWK:JS:dj

G:\Admin\CONST\Construction Administration\Deliverables memo.doc

cc: Gary N. Oradat, P.E.
Timothy J. Lincoln, P.E.
Aldo Ranzani, P.E.
Carl Smitha, P.E.
Vicki Fenney

**CONSTRUCTION BRANCH / ECRE
PROJECT INPROCESSING CHECKLIST (PIC)**

Project GFS No.: _____
 Transmittal date: _____
 Assigned Chief Engineer: _____
 Assigned Project Manager: _____

		RECEIVED	OUTSTANDING	COMMENT
1	Contract Transmittal Checklist (original and 1 copy)			
2	Executed Contract Document (original and 1 copy)			
3	Executed copy of Award RCA and maps			
4	Copy of Appropriating Ordinance			
5	Project Information Sheet			
6	Funding Synopsis			
7	Approved Drug Policy Routing Sheet			
8	All Permits (if applicable)			
9	Bid Tabs			
10	Project manuals (8 complete sets including Addenda) and 10 large sets, plus 6 small sets of Drawings (11" X 17")			
11	TDLR Case No. (for ABA compliance)			
12	All Rights-of-Entry (if applicable)			
13	Geotechnical and Environmental Reports			
14	Other pertinent information required for project management			

QUESTIONNAIRE:

- A. Does this project meet NPDES Phase I or Phase II requirements?
- B. If the answer to (a) is yes, is the SWP3 included in this package?
- C. If this is a Phase I project has the NOI and payment been submitted to the City Engineer for signature, forwarded to TCEQ and copied to the Construction Branch?
- D. Are there any trees which will be required to be removed?
- E. If the answer to (d) is yes, has Parks & Recreation Dept. approved?
- F. Are the any new buildings/structures in this project which will require a building permit?
- G. Does this project require TDLR review/approval?

RESPONSE (circle one)

Yes / No
 Yes / No
 Yes / No
 Yes / No
 Yes / No
 Yes / No
 Yes / No

 Design Branch Representative Signature

 Construction Branch Representative Signature

NEW PROJECTS _ JUNE 2003

Log No.	Project Title	GFS No.	File No.	Project Receipt Date	Construction Branch Receipt Date	Design Project Manager	Construction Chief Engineer	Construction Project Manager/Consultant Contract Manager	Consultant Construction Manager Firm	Transmittal Date to Pm or CM	Listed Deficiencies
1	ELDRIDGE PARKWAY LIFT STATION	R-0267-71-3	4276-31	5/29/2003	5/27/2003	IRM	SMITHA	GUNDERSON	EMPIRE	5/27/2003	PENDING
2	MILLBANKS LIFT STATION REHAB	R-0267-77-3	4276-37	5/29/2003	5/27/2003	IRM	SMITHA	GUNDERSON	EMPIRE	5/27/2003	PENDING
3	SAFE SIDEWALK PROGRAM	N-0610A-C2-3	N-0610-C2	5/29/2003	5/27/2003	MIKE CORDOVA	LINCOLN	COMER		5/29/2003	PENDING
4	NORTHSIDE WET WEATHER FACILITY IMPROVEMENTS	R-0265-25-3	4760-05	5/29/2003	5/27/2003	MS	SMITHA	CARDENAS			RCA, MAPS, PERMITS
5	69TH STREET WWTP DRYER REPLACEMENT/REHAB	R-0265-24-3	4760-04	5/29/2003	5/27/2003	MS	SMITHA	CARDENAS	B & B		PERMITS
6	NSR 432-B PHASE III	N-0364-04-3	SB9133	5/29/2003	5/27/2003	RAJU ADWANAY	LINCOLN	CHUKWU		5/29/2003	
7	WATER LINE REPLACEMENT IN ASHFORD PARK	S-0035-82-3	10668	6/23/2003	6/23/2003	GODWIN ORIAKHI	RANZANI	DOTUN	CLAUNCH & MILLER	6/23/2003	
8	WATER LINE REPLACEMENT IN CAMPBELL WOODS/LONGPOINT ACRES SUBD.	S-0035-93-3	10732	6/27/2003	6/27/2003	RAJINDER SINGH	RANZANI	DOTUN	BLACK & VEATCH	6/27/2003	
9	PARK GLEN PLANT NO. 1 WATER WELL NO. 2	S-0100-13-3	10734	6/27/2003	6/27/2003	AMAR AMBIEE	SMITHA	FUNG		6/27/2003	
10	LAKE HOUSTON DAM REHABILITATION PACKAGE NO. 2	S-0890-BN-3	10567-2	6/27/2003	6/27/2003	SONNY DO	SMITHA	CARDENAS	PTI	6/30/2003	

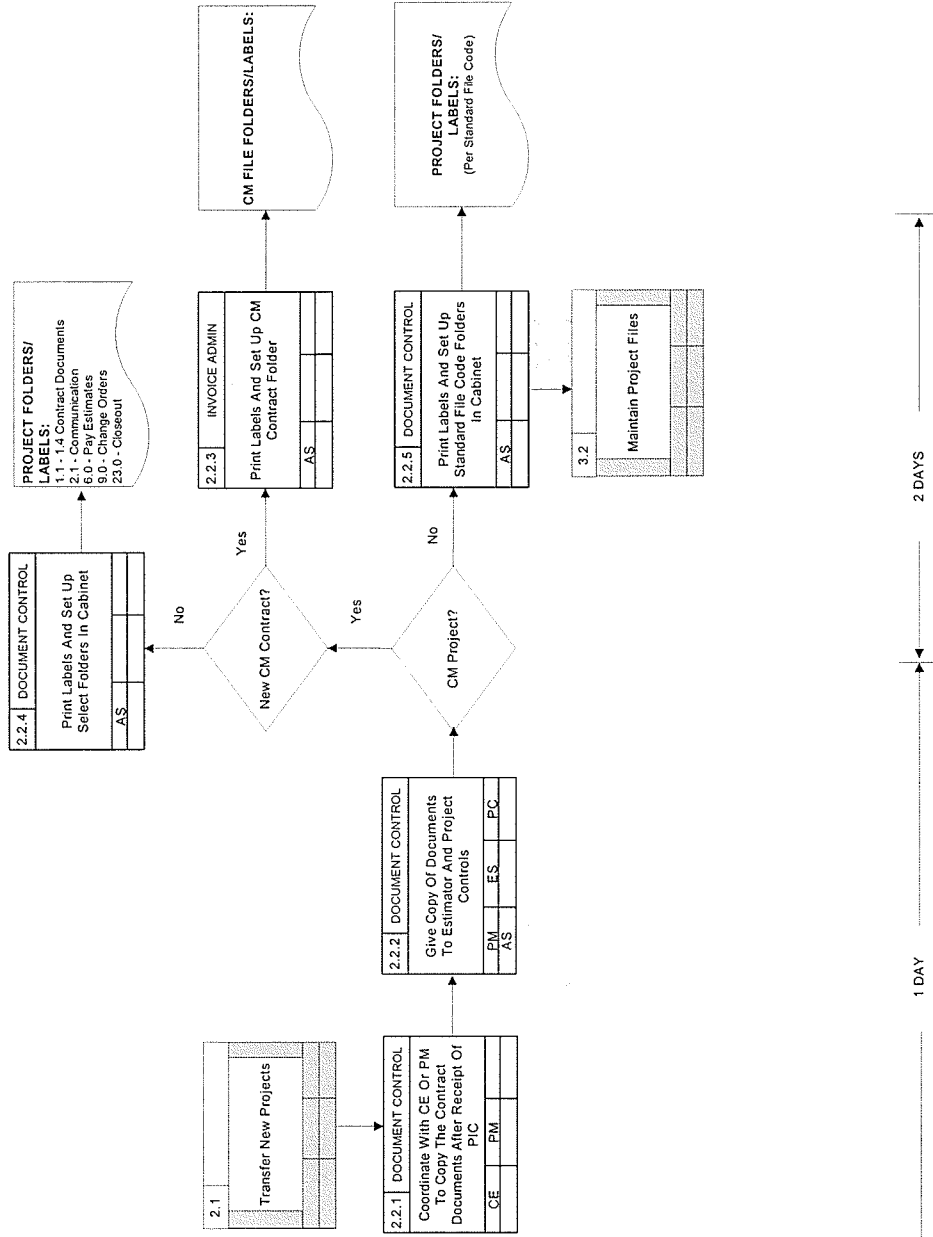
PROCESS STANDARD

STANDARDS

PROCESS 2.1 – Receive transfer of contract project documents

1. The standard for inprocessing at Branch level and for transfer to the Section (2.1.4) will be within one business day with all transfer requirements met.
2. The standard for inprocessing at Section level and for transfer to the Project Manager will be within one business day.

PROCESS 2.2 - SET-UP PROJECT FILES



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend

Predefined Process or Subprocess

Code

Process Owner (s)

SubProcess Or Task

Code

AD CE PM ES PC

(CONTRIBUTOR) Likely To Participate In Process

Other Contributor

Activity Conducted By A Individual Or Organization Outside Construction Branch

Code

CONTRIBUTORS

AD = ASSISTANT DIRECTOR
AS = ADMIN SUPERVISOR
PM = PROJECT MANAGER
SI = SENIOR INSPECTOR
DC = DOCUMENT CONTROL
EA = ESTIMATOR
CA = CLOSEOUT ADMINISTRATOR

CE = CHIEF ENGINEER
SE = SENIOR ENGINEER
SI = SENIOR INSPECTOR
DC = DOCUMENT CONTROLS
EA = ESTIMATOR
IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database

Drawing Page: 1 of 1

PROCESS EXAMPLES

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
CONSTRUCTION BRANCH**

FILE CODES

- 1.0 Contract Documents
 - 1.1 Contract
 - 1.2 Bonds, Insurance
 - 1.3 Correspondence – NTP, Council Action
 - 1.4 Pre-Construction Conference
- 2.0 Communication
 - 2.1 Incoming/Outgoing Correspondence/E-Mail*
 - 2.1.1 Contractor
 - 2.1.2 Council Members/DPW
 - 2.1.3 Citizens
 - 2.1.4 Laboratories
 - 2.1.5 Engineer/Design
 - 2.1.6 Interoffice Correspondence
 - 2.1.7 Others
 - 2.2 Letters of Transmittal
 - 2.3 Speed Memoranda
 - 2.4 Record of Telephone Conversations
- 3.0 Construction Schedules
- 4.0 Inspection Daily Reports
- 5.0 Time Sheets
- 6.0 Contractor's Pay Estimates
 - 6.1 Schedule of Values/Quality Analysis
 - 6.2 Pay Estimates/Posting Sheets
- 7.0 Requests for Information
- 8.0 Requests for Proposal
- 9.0 Change Orders
 - 9.1 Change Orders
 - 9.2 Work Change Directive
 - 9.3 Minor Changes
- 10.0 Claims
 - 10.1 Claims Against Contractor
 - 10.2 Claims Against Constructor

- 11.0 Construction Test Results
 - 11.1 Chlorination
 - 11.2 Concrete Tests
 - 11.3 Soil Density Tests
 - 11.4 Pressure Tests
- 12.0 Submittals
- 13.0 Meeting Minutes
 - 13.1 Progress Meetings
 - 13.2 Unscheduled Meetings with the Contractor
 - 13.3 Meetings with Other Agencies
- 14.0 Photographs and Negatives
- 15.0 Survey Data
- 16.0 Geotechnical Reports
- 17.0 Record Documents
- 18.0 O&M Manuals
- 19.0 Warranties
- 20.0 Permits
- 21.0 Safety/Accident Reports and Meetings
- 22.0 Constructability Review
- 23.0 Close-Out Documentation

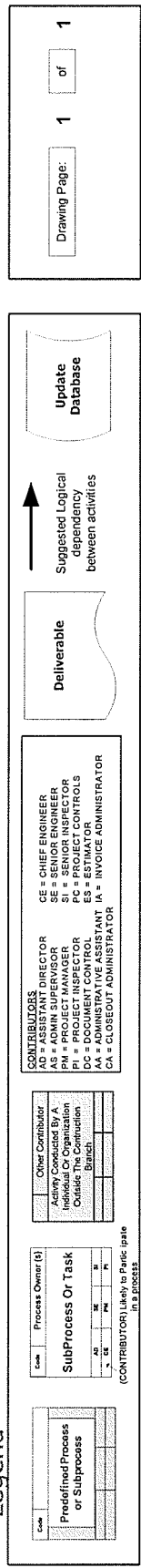
PROCESS STANDARD

STANDARD

2.2 – SET UP PROJECT FILES

1. Set up the files for a new CM Contract. The following labels should be created:
 - a. RCA
 - b. Insurance
 - c. Fee Proposal
 - d. Correspondence
 - e. Work Authorization
 - f. Contract
2. The file should also be labeled with the CM name, GFS Number and Contract Number.

**CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP**



PROCESS EXAMPLES

CITY OF HOUSTON
STANDARD SPECIFICATION

ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK

Document 00652

Estimate No.: _____

Cut off Date: _____

Estimate Date: _____

ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK

Project name: _____
Contractor: _____
Address: _____

Contract No. _____
Project No. / File No. _____
GFS No: _____
Ord No. _____

Contract Date: _____
Start Date: _____
Current Contract Completion Date: _____
Substantial Completion Date: _____
Percentage: By Time _____ In Place _____

CONTRACT TIME IN CALENDAR DAYS

Original Contract Time: _____ Days
Approved Extensions: _____ Days
Total Contract Time: _____ Days
Days Used to Date: _____ Days
Days Remaining to Date: _____ Days

Date Insurance Exp. _____ Drug Policy Due _____

Current M/WBE % _____ Schedule Update Received: _____

CONTRACT AMOUNT TO DATE:

- 1 Original Contract Price
- 2 Approved Change Orders: No / Description

	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Change Orders to Date:	+/- _____
TOTAL CONTRACT AMOUNT:	_____

A. EARNINGS TO DATE:

- 1 Work Completed to Date: _____ Complete
- 2 Materials Stored on Site: _____
- 3 Materials Stored in Place: _____
- 4 Balance - Materials Accepted, Not in Work: _____

TOTAL EARNINGS TO DATE: _____

B. DEDUCTIONS:

- 1 Retainage: 5 % of _____
- 2 Add: Retainage Deduction: _____
- 3 Total Retainage: _____
- 4 Liquidated Damages: _____ Days @ _____
- 5 Quality Control Retest Cost: _____
- 6 Sunday/Holiday Overtime Cost: _____

TOTAL DEDUCTIONS: _____

C. AMOUNT DUE THIS PERIOD

- 1 Total Earnings to Date: _____
- 2 Total Deductions: _____
- 3 Total Payment Due: _____
- 4 Less Previous Payments: _____
- 5 Restoration Adjustment: _____

TOTAL AMOUNT DUE THIS DATE: _____

Prepared By: _____ Date: _____

Checked By: _____ Date: _____

Submitted: _____ Date: _____

Approved: _____ Date: _____

Approved: _____ Date: _____

DIRECTOR - DEPARTMENT OF PUBLIC WORKS
AND ENGINEERING

END OF DOCUMENT

00652-1

PROJECT INFORMATION SHEET

File No.:

Project Title:

Technical Description:

Project Identifiers

File No.:

Const. GFS No.:

Const. Contract No.:

Bid Date:

Advertise Date:

Const. Ordinance No.:

Drawing No.:

CUIC No.:

Contract Date:

Award Date:

Dates, Cost, Location

NTP Issued Date:

Commencement Date:

Orig. Completion Date:

Pre-Const. Mtg. Date:

Orig. Contract Days:

Orig. Contract Amount:

Liquid. Damage Amount:

Council District(s):

Key Map No(s).:

M/WBE Goal (%):

Estimate Cut-off Date:

Design

Design Project Mgr.:

Contact Phone:

Design Consultant:

Consultant Contact:

Contact Phone:

Fax:

Engineer Of Record:

Consultant Contact:

Address:

Contact Phone:

Cell Phone:

Construction

Project Manager:

Office:

Cellular:

Administrative Supr.:

Office:

Estimator:

Office:

Lead Inspector:

Mobile Phone:

Inspector:

Mobile Phone:

Field Office Phone:

Contractor

Contractor:

Primary Address:

Primary Phone:

Primary Fax:

Billing Address:

Contact:

Phone:

Mobile:

Fax:

Testing Laboratory

Testing Laboratory:

Address:

Contact:

Phone:

Fax:

Distribution:

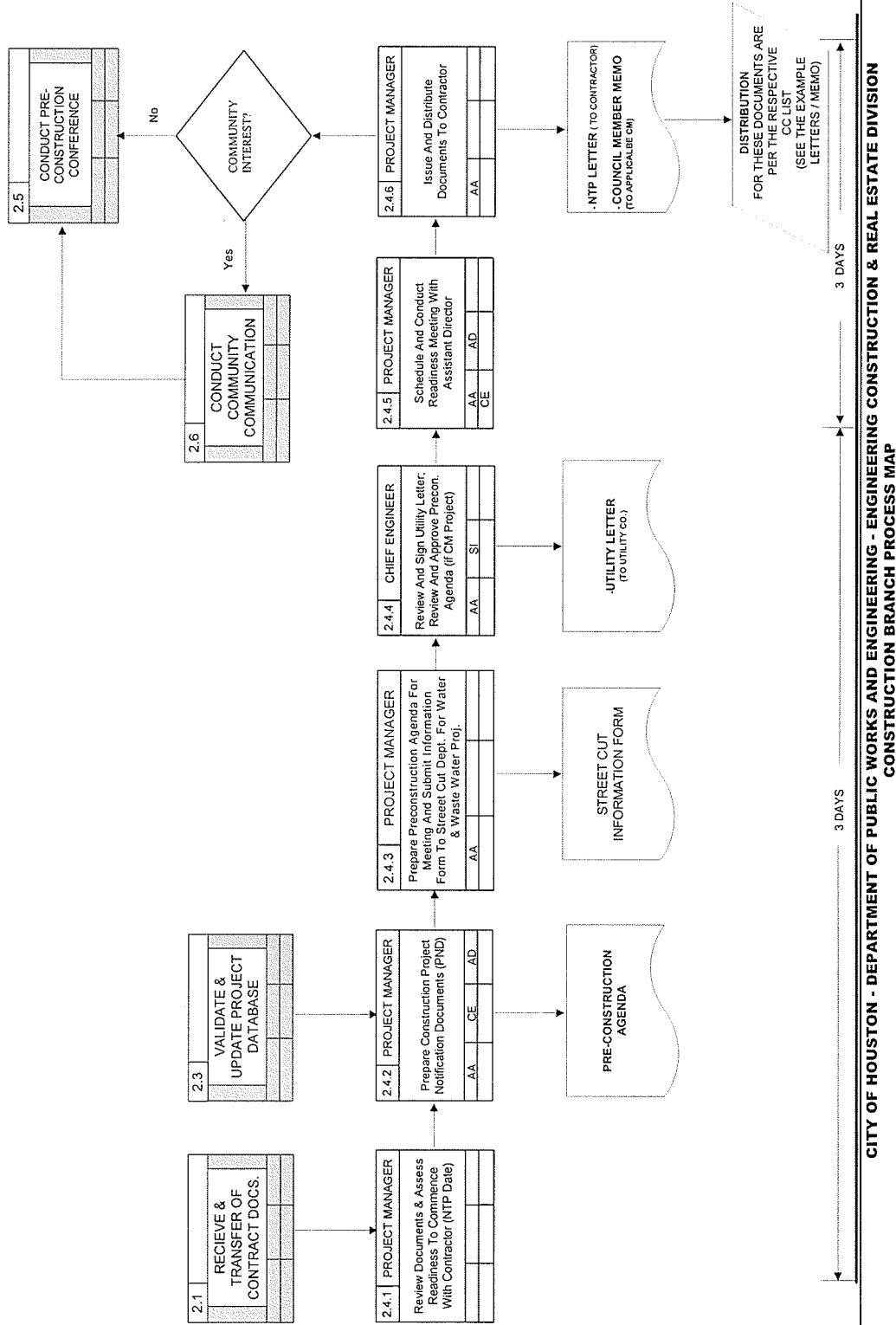
PROCESS STANDARD

STANDARD

PROCESS 2.3 – VALIDATE AND UPDATE PROJECT DATABASE

1. All project information in the database will be verified by Project Controls using the Contract Documents to ensure accuracy of existing information.
2. All project Bid Tabs will be verified by the Estimator using the Contract Documents to ensure accuracy of existing information.

PROCESS 2.4 - ISSUE NOTICE TO PROCEED



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

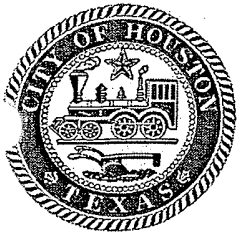
Legend

Code	Predefined Process or Subprocess
Code	Process Owner (S)
Code	SubProcess Or Task
Code	Other Contributor
Code	Agency Controlled By A
Code	Agency Controlled By B
Code	Agency Controlled By C
Code	Agency Controlled By D
Code	Agency Controlled By E
Code	Agency Controlled By F
Code	Agency Controlled By G
Code	Agency Controlled By H
Code	Agency Controlled By I
Code	Agency Controlled By J
Code	Agency Controlled By K
Code	Agency Controlled By L
Code	Agency Controlled By M
Code	Agency Controlled By N
Code	Agency Controlled By O
Code	Agency Controlled By P
Code	Agency Controlled By Q
Code	Agency Controlled By R
Code	Agency Controlled By S
Code	Agency Controlled By T
Code	Agency Controlled By U
Code	Agency Controlled By V
Code	Agency Controlled By W
Code	Agency Controlled By X
Code	Agency Controlled By Y
Code	Agency Controlled By Z

CONTRIBUTORS	CE = CHIEF ENGINEER
AD = ASSISTANT DIRECTOR	SE = SENIOR INSPECTOR
PM = PROJECT MANAGER	PC = PROJECT CONTROLS
PI = PROJECT INSPECTOR	ES = ESTIMATOR
DC = DOCUMENT CONTROL	IA = INVOICE ADMINISTRATOR
CA = CLOSEOUT ADMINISTRATOR	

Deliverable	Suggested Logical dependency between activities
Update Database	

PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: All Project Managers, CIP
Construction Projects

From: Senior Assistant Director
Construction Branch

Date: March 19, 2003

Subject: **NOTICES TO PROCEED**

Prior to signing a notice to proceed for construction, I request that the Project Manager schedule 30 minutes with Diane and brief me on the readiness of the project to proceed into construction. The purpose of the briefing is to provide me greater awareness of project issues and potential issues before we move into the construction phase. These briefings should address the following items:

- Project Information Sheet details
- Project location
- Summary of work
- Issues (as applicable)
 - Real estate issues
 - Permit issues
 - Design issues
 - Contractor bid issues (from bid tab analysis)
 - Community issues
- Attendance and agenda for preconstruction conference

Location will be here in the Lanier Building at the call of the PM. Have project plans and specification available. If CM is by consultant, the City PM will also attend.

Bring the NTP initialed by the Chief Engineer to the briefing. Notification memos for pre-construction conference can still be routed in for signature in advance of this briefing.

Dan Krueger



CITY OF HOUSTON

Public Works and Engineering
Department

Lee P. Brown
Mayor

Jon C. Vanden Bosch, P.E.
Director
Public Works & Engineering
Department
P.O. Box 1562,
Houston, Texas 77251-1562

T. 713.837.0037
F. 713.837.0040
www.cityofhouston.gov

July 14, 2003

Mr. Darrell Black
Vice President
Kinsel Industries, Inc.
8121 Broadway, Suite 300
Houston, Texas 77061

Re: Northeast Water Plant Well Collection Line
GFS No. S-0936-06-3, File No. 10605-3, Contract No. 55047
NOTICE TO PROCEED (Document 00650)

Dear Mr. Black:

You are hereby notified that the Date of Commencement of the Work is Monday, August 18, 2003. On this date you are to start performing your obligations under the Contract Documents. In accordance with Article 2 of the Agreement, the Contract Time is 270 days.

A Pre-Construction Conference will be held in the offices of the City of Houston, Department of Public Works and Engineering at 611 Walker, 17th Floor Conference Room No. 1732, at 11:00 a.m. on Friday, July 18, 2003.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel W. Krueger".

Daniel W. Krueger, P.E.
Senior Assistant Director
Construction Branch

Engineering, Construction and Real Estate Division

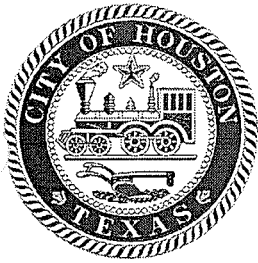
DWK:AR:DO:vdg

G:\Admin\CONST\Projects\10605-3\1.4 Precon\NTP.DCC

C: Gary N. Oradat, P.E.
Showri Nandagiri, P.E.
John J. Sakolosky, P.E.
Mohammed Zubair, P.E.
Rajinder P. Singh
File No. 10605-3.1.4

Gaju Patel, P.E.
Van Speight
Bernard Porter
Jim Boxley
Jeff Taylor
Vicki Fenney

Kathlie S. Jeng-Bullock, P.E.
Larry Alexander
Murdock Smith, P.E. (ESPA, Corp)
Jerry Sowell (ESPA, Corp)
Ralph Cox, P.E. (Klotz Associates)
Joe Gallardo (Coastal Testing Lab)



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Council Member (NAME)
District (LETTER)

From: Assistant Director
(BRANCH NAME)

Date: (DATE)

Subject (PROJECT TITLE)
: GFS No. (NUMBER), File No.
(NUMBER)

Please be advised the Pre-Construction Conference for the subject project will be conducted at (TIME) A.M./P.M. on (DAY), (DATE) in the (NUMBER) Floor Conference Room (NUMBER) at 611 Walker, Department of Public Works, Houston, Texas 77002.

This project is located in your district and you and/or members of your staff are invited to attend.

Because we recognize that the construction of this infrastructure will impact residents in your district, the Construction Branch would offer to make a presentation with regard to the project and answer project related questions at an appropriate meeting or forum of your choosing, such as with Civic Club or Home Owner Association representatives in the affected area. If our participation in such a meeting is desired please have your staff member contact me or the Chief Engineer listed below.

Please contact me directly if you have any questions or comments concerning this Pre-Construction conference. Your staff may coordinate their concerns with (NAME), P.E., Chief Engineer, (SECTION NAME) at (PHONE NUMBER).

(BRANCH A.D. NAME)

XX:XX

cc: ECRE DEPUTY DIRECTOR
CHIEF ENGINEER, P.E.
PROJECT MANAGER, P.E.

CAPITAL PROJECT EFFECTIVENESS
ADMINISTRATIVE SUPERVISOR
PROJECT FILE (NUMBER/CODE)



CITY OF HOUSTON

Public Works and Engineering
Department

Lee P. Brown

Mayor

Jon C. Vanden Bosch, P.E.
Director
Public Works & Engineering
Department
P.O. Box 1562,
Houston, Texas 77251-1562

Date: _____

American Telephone & Telegraph
1407 Jefferson Street
Houston, Texas 77002
Attn: Tom Marshall/Comm. Tech
713-739-4750
713-739-2515 Fax

CenterPoint Energy/Entex
P.O. Box 2628
Houston, Texas 77252-2628
Attn: James D. Voight/Eng.
713-207-4600
713-207-0877 Fax

MCI Telecommunications
2250 Lakeside Blvd., Dept. 2855 Loc 642
Richardson, Texas 75082
Attn: National Support/Investigators
972-656-1799
972-656-1062 Fax

Time Warner Cable
8400 W. Tidwell
Houston, Texas 77040
Attn: Tom Diamante/Const.
713-895-1201
713-335-1299 Fax

CenterPoint Energy/HL&P
1301 Travis, 11th Floor
Houston, Texas 77002
Attn: Cynthis Martinez/Eng. Tech
713-207-6555
713-207-4031 Fax

Kinder-Morgan
One Allen Center
500 Dallas, Suite 1000
Houston, Texas 77002
Attn: Jim Ephraim
713-369-8851
713-369-9185 Fax

SBC
2636 S. Loop W., Room 100
Houston, Texas 77054
Attn: James Miller/Public Works
713-741-7777
713-660-5342 Fax

CenterPoint Energy/HL&P
104 N. Greenwood.
Houston, Texas 77001
Attn: Paul Elsner/Lighting
713-923-3234
713-923-3773 Fax

Re: (Project Title)
(GFS No.); (File No.); (Key Map)

Gentlemen:

A contract on the above project has been awarded to _____. A work order has been issued with an effective date of _____. Copies of preliminary and final plans have been submitted to you for a review of the proposed construction. In the event you have facilities that are in conflict with the proposed construction, it is necessary that you adjust the facilities immediately so as not to delay work on the project. If additional copies of the plans for the proposed construction are needed, please contact this office.

If a relocation or rearrangement of your facilities is necessitated by this project, please return a copy of this letter to this office indicating the date work was or will be completed.

A Pre-Construction Conference for the subject project is scheduled for ____ A.M./P.M., Day, Date. The conference will be held in ____th Floor Conference Room, 611 Walker, Houston, Texas 77002.

Sincerely,

(Chief Engineer's Name) P.E.
Chief Engineer
Construction Branch
Engineering, Construction, and Real Estate Division

G:\admin\const\forms\utility letter
cc: Daniel Krueger, P.E.

Vicki Fenney

(PM) _____

Tony Tamame

File No. _____

Council Members: Bruce Tatro Carol M. Galloway Mark Goldberg Ada Edwards Addie Wiseman Mark A. Ellis Bert Keller Gabriel Vasquez Carol Alvarado
Annise D. Parker Gordon Quan Shelley Sekula-Gibbs M.D., Michael Berry Carroll G. Robinson Controller: Judy Gray Johnson

PRE-CONSTRUCTION AGENDA
DATE _____
TIME/PLACE _____

Contractor: CONTRACTOR'S NAME
ADDRESS _____

Reference: PROJECT NAME
GFS No. _____, File No. _____, Council District ("LETTER")
(COUNCIL MEMBER (NAME) _____)
Key Map Grids _____

(ASSISTANT DIRECTOR)	Assistant Director - Public Works and Engineering	xxx-xxx-xxxx
(CHIEF ENGINEER)	Public Works and Engineering	xxx-xxx-xxxx
(PROJECT MANAGER)		xxx-xxx-xxxx
(SR. INSPECTOR)		xxx-xxx-xxxx
(INSPECTOR)		xxx-xxx-xxxx
(DESIGN PROJECT MGR.)	Project Manager - Design	xxx-xxx-xxxx
(CONSULTANT's NAME)	Project Manager - (Engineering Firm Name)	xxx-xxx-xxxx
(ADMIN. SUPERVISOR)		xxx-xxx-xxxx
(ESTIMATOR)		xxx-xxx-xxxx
(PWE LAB PM)	COH Quality Assurance	xxx-xxx-xxxx
(LAB CONTACT)	Testing Lab Name	xxx-xxx-xxxx
Bernard Porter	Affirmative Action	xxx-xxx-xxxx
(CONTRACTOR's NAME)	Contractor (Contractor's Company Name)	xxx-xxx-xxxx
(CM CONSULTANT)	Name of Firm (<i>if required</i>)	xxx-xxx-xxxx

- A. Office of Affirmative Action and Contract Compliance: Goal: ___ %
For answers to any affirmative action questions, the Contractor can call the Office of Affirmative Action and Contract Compliance, (TELEPHONE NUMBER). Please submit a copy of the M/WBE Monthly Utilization Report to the City of Houston Affirmative Action & Compliance Division with a copy to the Construction Section.
- B. Notice to Proceed:
You have _____ calendar days to complete the project. Your Notice to Proceed indicates that you are to begin work on _____ and your completion date thereby is _____.

- C. Liquidated Damages:
The amount of this contract is _____. In accordance with the Contract Documents, the Liquidated Damages will be _____ for each and every calendar day the work remains incomplete beyond the expiration date of the Contract Time.
- D. Partial Pay Estimates:
The monthly estimate cut-off date for the project is the _____ day of the month. The Contractor is required to provide a Certificate of Payment to Subcontractors and Suppliers (Document 00651) on a monthly basis. The project Estimator should receive this 5 days prior to cut off date. Failure to do so may result in delays in processing pay estimates. The Estimator assigned to this project is _____.
- E. Final Payment:
The Contractor is advised that upon completion of the project, he will be asked to sign the final estimate indicating that all the quantities and amounts withheld are correct and he agrees with the estimate. His failure to take exception prior to signature shall not entitle him to further payment after he signs such estimate.
- F. The Contractor shall provide the address to which all billing, estimates and funds are to be sent. This letter from the Contractor shall be on company letterhead signed by an officer of the company. The Contractor shall also provide the address to which all correspondence is to be sent if it is different than what is in the contract. This letter also shall be on company letterhead signed by an officer of the company.
- G. Change Orders:
All ☐DESIGN☐ changes in the field shall be accomplished by a Request for Information (RFI), initiated by the Contractor. If the RFI results in a Request for Proposal (RFP), the Proposal will be filled out in accordance with the instructions on the RFP. Upon approval of the Proposal, a formal Change Order will be prepared by the City for the Contractor's signature and approval. The City will amend the contract accordingly.
- H. Project Sign:
The Contractor shall provide the proper sign in accordance with the drawings and specifications. It shall be erected in a location approved by the City.

I. Submittal(s) and Project Start Check List:

- 1 Letter to Citizen
- 2 Cut Sheets (Sealed by Surveyor) (*if required*)
- 3 Pre Construction Photographs
- 4 Construction Schedule
- 5 Insurance
- 6 Organizational Safety Program
- 7 Trench Safety Plan
- 8 Bedding & Backfill Material Test Lab Report
- 9 Shop Drawings Submitted
- 10 Shop Drawings Approved
- 11 Material Storage Yard Identified w/Contract From Property Owner

Attached

- 12 24-Hour Emergency Phone Numbers

J. Scheduling of Inspection:

The Contractor is responsible for the scheduling of inspection and testing activities including cores to be taken. Any re-testing is at the expense of the Contractor. The testing lab is _____. The contact person is _____ at _____.

K. Correspondence:

All correspondence from the Contractor to the City shall be addressed to:

CHIEF ENGINEER/Attn: Project Manager or CONSULTANT NAME AND ADDRESS

L. Emergency Telephone Numbers:

The Contractor shall provide the inspector with the Contractor's Field Office number and a twenty-four (24) hour telephone number including a back-up number for emergency calls relating to project problems. The receiving party shall have authority to act immediately to respond to the emergency.

M. Utility Coordinating:

The Contractor is advised of the Utility Coordinating Committee one call number, 223-4567, which he must call 48 hours in advance, if required. Transmittal number to be indicated on the first daily inspection report.

N. Construction Notice:

The Contractor must notify the Construction Section seventy-two (72) hours in advance of start of construction.

- O. All vegetation, rubble, broken concrete, excess dirt, debris and spoilage shall not be disposed of in any storm drainage conveyance system on or off the job site. The Contractor shall dispose of all undesirable materials off-site and in a lawful manner. If excess soil is deposited on private property, the Contractor must secure written permission to do so. Written permission must include a description of the property on which the soil is deposited and a copy furnished to the City.
- P. Traffic Control:
Flagmen shall be provided by the Contractor. These flagmen shall be either off-duty uniformed officers of the Law or Certified Flagmen as specified in Specification Section 01555. At least one lane of traffic in each direction shall be maintained during working hours. When traffic must be diverted into a single lane, flagmen shall be utilized. During non-working hours or times when flagmen are not available, traffic must be able to flow in both directions, unless otherwise authorized by the City Engineer. Traffic flow shall not be obstructed from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. and 6:00 p.m. on designated major arterials or as designated by the City Engineer. Local driveways to residential and commercial properties shall be accessible at all times. Vehicular parking shall not interfere with public traffic and parking, access by emergency vehicles, and City's operations.
- Q. Street Cut Permit:
All work shall conform to Specification Section 02951. The Contractor shall refer to Section 4 of Ordinance 2000-1115 for the following information. Permit applications shall be filed at Engineering Services Branch at 3300 Main Street. A traffic control plan shall be submitted with any Permit application for all proposed work that is to be conducted on a roadway appearing on City's Major Thoroughfare and Freeway Plan or is otherwise identified by City's Traffic Engineer as having substantial traffic. Fourteen (14) days are allowed for completion of the work, including replacement of pavement and clean-up unless an extension is authorized as provided in the Permit. Any existing traffic markings that are removed must be replaced with the same product or current City standard. Steel plating may be utilized for a period not to exceed four (4) days unless specified in the Permit. A copy of the Permit together with a sign (not less than 36" x 36" with min. 2" black letters on a white high intensity reflective background) shall be posted at each street entrance to the Excavation area. Before commencing Excavation, Contractor shall give 48 hours notice (Monday-Friday) to the City Engineer per Specification Section 00800, Paragraph 3.13.2.1.

R. Cleaning:

The Contractor shall perform daily clean-up of all dirt, debris, and any other disposable items resulting from Contractor's operations as specified in Specification Section 0700 (General Conditions), Paragraph 3.20. All streets, access streets, driveways, and walkways shall be kept clean and open at all times, unless otherwise authorized. A written notice of non-compliance may be issued by the City Engineer if Contractor fails to perform daily clean-up. Contractor may also be charged for the cost of clean-up by others for failure to correct any non-compliance notice within 24 hours.

S. Notification:

Two weeks prior to starting construction, the Contractor shall provide all residents and business owners, that will be affected by the proposed work, the name and telephone number of the Contractor and the Construction Foreman on the project. These individuals should be reachable 24 hours a day. The Contractor shall notify the City Engineer one week prior to implementing the next approved traffic control phase.

T. Record Documents Specifications Drawings. The Contractor shall keep "As-Built Drawings" in accordance with Document 01720, Project Record Documents. These documents are to be reviewed and discussed at the Monthly Progress Meeting.

U. Field Office

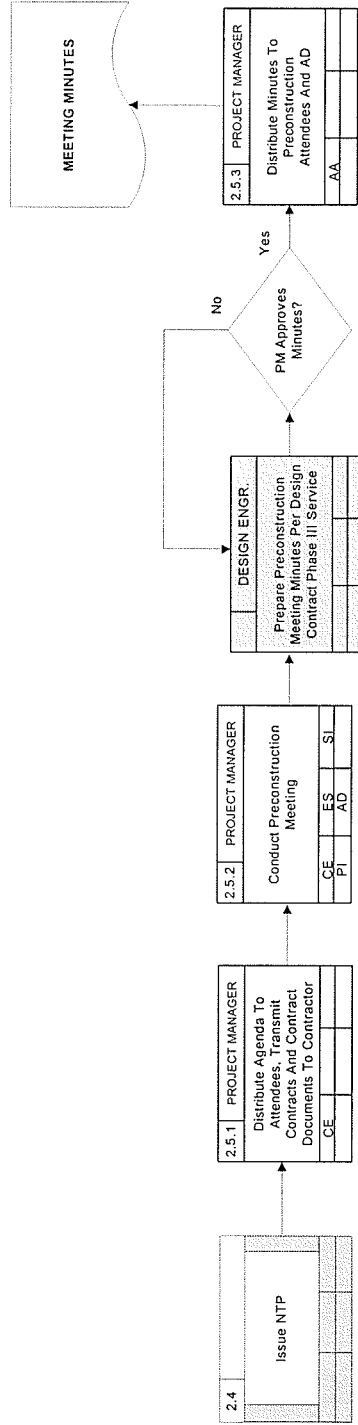
V. OTHER ITEMS AS MAY BE REQUIRED BY PROJECT.

PROCESS STANDARD

Standard
Process 2.4 – Issue Notice to Proceed

1. The Notice to Proceed shall be issued to the Contractor within 30 days after the Effective Date of the Agreement (Countersignature date by City Controller on Document 00510) per Contract Document 00450.
2. The Project Kick-off Meeting with the Assistant Director will be conducted as shown on the included Interoffice Correspondence dated March 19, 2003.
3. The Project Manager should verify availability of Chief Engineer or Assistant Director to attend Preconstruction Meeting.
4. The following documents should be included in the Project Notification Documents:
 - a. Notice to Proceed Letter
 - b. Memo to Council Members
 - c. Letter to Utility Companies
 - d. Pre-Construction Agenda

PROCESS 2.5 - CONDUCT PRE-CONSTRUCTION CONFERENCE



1 DAY 5 DAYS

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code	Process Owner (P)	SubProcess Or Task	AD	CE	DE	PI	SI
Predefined Process or Subprocess (CONTRIBUTOR) Likely to Participate in a Process							

Other Contributor	Contributors
AD = ASSISTANT DIRECTOR PI = PROJECT INSPECTOR PM = PROJECT MANAGER DC = DOCUMENT CONTROL CA = CLOSEOUT ADMINISTRATOR	CE = CHIEF ENGINEER SI = SENIOR INSPECTOR PC = PROJECT CONTROLS ES = ESTIMATOR IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database



PROCESS EXAMPLES

GFS No. _____, File No. _____

[illegible]

**MINUTES
PRE-CONSTRUCTION MEETING
FOR THE CITY OF HOUSTON
(PROJECT TITLE)**

Date: (Date of preconstruction conference)

Time: (Time)

Location: (Address and Room Number)

Contractor: (Contractor's Name)
Contractor's Address)

Construction Manager: (If CM Project - CM's Company Name)
(CM's Company Address)

Design Engineer: (Design Company Name)
(Design Company Address)

Prepared by: (Construction Project Manager's Name)

Reference: GFS No. - - - ; File No. _____
Ordinance No. _____; COH Contract No. _____
Council District(s) _____

Distribution: All Attendees (See attached attendee list)

List of Invited Participants:

(Name)	Deputy Director - Public Works and Eng.	(Phone)
(Name)	Assistant Director - Public Works and Eng.	(Phone)
(Name)	Const. Chief Engineer - Public Works and Eng.	(Phone)
(Name)	Const. Project Manager - Public Works and Eng.	(Phone)
(Name)	Design Chief Engineer - Public Works and Eng.	(Phone)
(Name)	Design Project Manager - Public Works and Eng.	(Phone)
(Name)	COH Quality Assurance	(Phone)
(Name)	Affirmative Action and Contract Compliance	(Phone)
(Name)	Design Project Engineer - (Company Name)	(Phone)
(Name)	Construction Manager - (CM Company Name)	(Phone)
(Name)	(PM or Super) - (Contractors Company Name)	(Phone)
(Name)	Testing Lab (Lab Name)	(Phone)
(Name)	Councilmember Rep District ()	(Phone)
(Name)	(List As Needed Utility Maintenance Reps)	(Phone)
(Name)	(HOA or Civic Club) Representative	(Phone)

The following is a summary of the topics discussed during the Pre-Construction Meeting for the (Project Name and File No.). The Summary has been included as a part of the original Pre-Construction Progress Meeting Agenda and is written in italics. Comments or corrections to this Summary should be made in writing to (PWE Project Manager or CM Name) for incorporation. If changes are made to the Summary, it will be redistributed to all attendees. The Summary is as follows:

I. Contractual Obligations

A. Notice to Proceed:

You have (#) **calendar days** to complete this project. Notice to Proceed indicates that you are to begin work on **(Date)** and your completion date thereby is **(Date)**.
(Minutes under this heading)

B. Liquidated Damages:

The amount of this Contract is **\$(Contract amount)**. In accordance with the Contract Documents, the Liquidated Damages will be **\$(LD Amount)** for each and every calendar day the work remains incomplete beyond the expiration date of the Contract Time.
(Minutes under this heading)

C. Office of Affirmative Action and Contract Compliance:

This project requires that the Contractor make a good faith effort to achieve an M/WBE participation goal of __%. For answers to any affirmative action questions, the Contractor can call the Office of Affirmative Action and Contract Compliance, 713-837-9000.

When submitting a copy of the M/WBE Monthly Utilization Report to the City of Houston Affirmative Action & Contract Compliance Division please transmit a copy to the Construction Project Manager.

(Minutes under this heading)

D. Correspondence/ Communication:

(CM Company Name) is the Owner's representative. All communications between the Owner and General Contractor shall be channeled through (PM or CM Company Name). All subcontractors shall correspond with the Owner and Engineer only through, or in the presence of, the General Contractor. Written correspondence to (PM or CM Company Name) should be addressed as follows:

(PM or CM Company Name)
Attn: (PM or CM)
(Address)

(PM or CM Name) can be contacted by phone at (Phone #) (office), (Phone #) (cell), and (Fax #) (fax).

The Contractor shall provide the address to which all billings, estimates and funds are to be sent. The Contractor shall also provide the address to which all correspondence is to be sent if it is different from what is in the contract. This letter should be on company letterhead signed by an officer of the company.

(Minutes under this heading)

E. Contract Documents:

One copy of the executed contract will be provided to the contractor. The contractor will be provided six (6) sets of plans and specifications. Additional sets will be furnished on Contractor's request at the cost of reproduction.

(Minutes under this heading)

F. Submittal(s) and Project Start Check List:

1. Special Submittal Instructions (Number of Copies, etc.)
 - i. Minimum 5 copies:
 - ii. Engineer has 30 days for review – Submit early
 - iii. Submit items separately, even if covered by same spec section
 - iv. Use City of Houston transmittal form or similar
 - v. Submittals shall be numbered consecutively beginning with 1
 - vi. Re-submittals will be numbered with the original submittal number followed by an alpha (i.e. 1A is the first re-submittal of submittal no. 1)
2. Schedule of Values
3. Trench Safety Program
4. Construction Schedule
5. Pre-Construction Photographs
6. Establishment of the Resident Engineer's Field Office
7. Dewatering Plan and Ground Water & Surface Water Control Plan
8. TPDES Permit Requirement
9. Traffic Control Plan
10. Cut Sheets (Sealed by Surveyor)
11. Insurance
12. Organizational Safety Program
13. Bedding and Backfill Material Test Lab Report
14. Shop Drawings Submitted
15. Shop Drawings Approved
16. Material Storage Yard Identified

(Minutes under this heading)

G. Emergency Contact Information:

The contractor shall provide a list of key personnel including names, daytime telephone, emergency telephone numbers, etc. This listing will be compiled in cooperation between the Contractor and (PM or CM Name).

(Minutes under this heading)

H. Permits:

The Contractor shall obtain all permits required for his work. If required approved COH permit drawings will be provided to the Contractor. (add this sentence if needed...An **allowance of \$xx,xxx.xx** is included in the proposal for this item. The permits will be paid for out of this allowance at the actual cost, **without Contractor mark-up.**)

(Minutes under this heading)

I. Partial Pay Estimates:

The monthly estimate cut-off date for the project is the (#) of the month. The Contractor is required to provide the following with each pay estimate:

- Certificate of Payment to Subcontractors and Suppliers (Document 00651)
- M/WBE Monthly Utilization Report
- Construction Schedule Update
- Narrative Schedule Report (if required in contract documents)
- Progress Photographs (if required in contract documents)
- Safety Report

If applicable, the request for payment should also include materials on-hand. The Construction Manager should receive the construction schedule update 5 days prior to the cut off date to avoid delays in processing pay estimates. The initial Schedule of Values must be approved in advance of the first request for payment.

(Minutes under this heading)

J. Administrative Forms and Procedures:

All design changes in the field shall be accomplished by a Request for Information (RFI), initiated by the Contractor. If the RFI results in a Request for Proposal (RFP), the Proposal will be filled out in accordance with the instructions on the RFP. Upon approval of the Proposal, a formal Change Order will be prepared by the City for the Contractor's signature and approval. The City will amend the contract accordingly.

A copy of the administrative forms and procedures for information and change orders for use on this Contract are available upon request. Common forms and descriptions of their use follow:

1. Request for Information (RFI)

A Request for Information (RFI) is usually issued by the Contractor to obtain a clarification of the drawings or specifications or other information. RFI's are never to be used to request the authorization of extra work, make changes in Contract Price or request an extension of Contract Time. Responses to RFI's do not authorize additional work, changes in Contract Price or Contract Time. RFI's shall be numbered consecutively beginning with 1.

2. Request for Proposal (RFP)

A Request for Proposal (RFP) may be provided to the Contractor by (PM or CM Company Name). RFP's will describe work to be done and request the Contractor to submit a Proposal to perform the work. RFP's do not authorize changes in Contract Price, Contract Time or authorize additional work.

(PM or CM Company Name) may also request a proposal in response to a Contractors RFI. The Contractor shall prepare and submit the proposal by the designated return date.

3. Proposals
The Contractor may propose an unsolicited change by submitting a proposal to (PM or CM Company Name). The proposal must state the reason for the change, describe the proposed change and its full effect on the work and state the effect to the Contract Price and Contract Time.
4. Work Change Directive (WCD)
The Work Change Directive (WCD) is a directive by the City Engineer to proceed with the described work and outlines the proposed method of adjustment in Contract Price and Contract Time.
5. Change Order (CO)
A Change Order (CO) is required to document the changes in Contract Price or Contract Time. All Change Orders require the approval of the Mayor. If the cumulative revised Contract Price is more than 5% over the Contract Price, City Council approval is required.
(Minutes under this heading)

K. Contractor Responsibilities:

1. Work Schedule
Work is permitted Monday through Saturday between the hours of 7:00 AM and 7:00 PM as provided by Document 00700. The Contractor is requested to provide 48 hour notice for work on Saturdays. Work after hours and on Sunday or other Legal Holiday will not be allowed without consent of the City.
2. Utility Coordinating:
The Contractor is advised of the Utility Coordinating Committee one call number, 713-223-4567, which he must call 48 hours in advance, if required. Transmittal number to be indicated on the first daily inspection report.
3. Construction Notice:
The Contractor must notify the Construction Manager via fax and followed by a written letter, not less than seventy-two (72) hours in advance of start of construction.
4. Disposal of Materials:
All vegetation, rubble, broken concrete, excess dirt, debris and spoilage shall not be disposed of in any storm drainage conveyance system on or off the jobsite. The Contractor shall dispose of all undesirable materials off-site and in a lawful manner.

5. Record Documents, Specifications, Drawings:
The Contractor shall keep "As-Built Drawings" in accordance with Document 01785-A1, 01785-A2 and 01785, Project Record Documents. These documents are to be reviewed and discussed at the Monthly Progress Meeting.
6. Construction Noise:
The Contractor is responsible for compliance with the City of Houston Code Chapter 30, Noise and Sound Level Regulation.
7. Safety:
The Contractor is reminded of the requirement to submit his Safety Program prior to mobilizing to the job site.

The Contractor shall also submit prior to any excavation work, a Trench Safety Program, conforming to OSHA Standards, which governs the presence and activities of individuals working in and around Trench Excavation.
8. Protection of Adjoining Property:
The Contractor shall take the necessary precautions to ensure all adjoining property, including trees, is adequately protected from damage.
9. Access to Site:
The Contractor is to keep the site accessible to the Owner and Engineer at all times.
10. Workmen's Conduct:
Contractor and subcontractor's workers are to conduct themselves in an appropriate manner at all times while on the project site. Inappropriate behavior will not be tolerated.
11. Maintenance of Project Area:
The Contractor shall perform daily cleanup of all dirt, debris, and any other disposable items resulting from the contractor's operations as specified in the General Conditions. All streets, access streets, driveways and walkways shall be kept clean and open at all times debris. Provide trash containers for use by workmen.
12. Sanitary Facilities
Contractor is to provide sanitary facilities at the worksite (portable toilet) prior to work starting.
13. Drug Policy Compliance
Compliance with the Mayor's Policy on Drug Detection and Deterrence is required by this Contract. The Contractor is required to file a Drug Policy Compliance every six (6) months and upon the completion of this Contract in accordance with the requirements of the Supplementary Conditions, Document 00800, Article 3.5.4. The original should be sent to the

Construction Project Manager. The Contractor shall require that its subcontractors also comply with the Mayor's Policy and shall be responsible for securing and maintaining the required documents from subcontractors for City inspection throughout the term of this Contract.

14. Traffic Control:

Flagmen shall be provided by the Contractor. These flagmen shall be either off-duty uniformed officers of the Law or Certified Flagmen as specified in Specification Section 01555. At least one lane of traffic in each direction shall be maintained during working hours. When traffic must be diverted into a single lane, flagmen shall be utilized. During non-working hours or times when flagmen are not available, traffic must be able to flow in both directions, unless otherwise authorized by the City Engineer. Traffic flow shall not be obstructed from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. and 6:00 p.m. on designated major arterials or as designated by the City Engineer. Local driveways to residential and commercial properties shall be accessible at all times. Vehicular parking shall not interfere with public traffic and parking, access by emergency vehicles, and City's operations.

15. Street Cut Permit:

All work shall conform to Specification Section 02951. The Contractor shall refer to Section 4 of Ordinance 2000-1115 for the following information. Permit applications shall be filed at Engineering Services Branch at 3300 Main Street. A traffic control plan shall be submitted with any Permit application for all proposed work that is to be conducted on a roadway appearing on City's Major Thoroughfare and Freeway Plan or is otherwise identified by City's Traffic Engineer as having substantial traffic. Fourteen (14) days are allowed for completion of the work, including replacement of pavement and clean-up unless an extension is authorized as provided in the Permit. Any existing traffic markings that are removed must be replaced with the same product or current City standard. Steel plating may be utilized for a period not to exceed four (4) days unless specified in the Permit. A copy of the Permit together with a sign (not less than 36" x 36" with min. 2" black letters on a white high intensity reflective background) shall be posted at each street entrance to the Excavation area. Before commencing Excavation, Contractor shall give 48 hours notice (Monday-Friday) to the City Engineer per Specification Section 00800, Paragraph 3.13.2.1. For mobility projects the permit is not required, however, adherence to the provisions of the ordinance is required.

16. Notification:

Two weeks prior to starting construction, the Contractor shall provide all residents and business owners, that will be affected by the proposed work, the name and telephone number of the Contractor and the Construction Foreman on the project. These individuals should be reachable 24 hours a day. The Contractor shall notify the City Engineer one week prior to implementing the next approved traffic control phase.

(Minutes under this heading)

L. Owners/Owners Representatives Responsibilities

M. Project Sign:

The Contractor shall provide the proper sign in accordance with the drawings and Specifications No. 01580. The signs shall be erected in locations approved by the City. The City will provide the COH seals for the Project Signs.

(Minutes under this heading)

N. Testing Laboratory:

(Testing Lab Name) has been assigned by the City and will provide laboratory services for testing of construction materials. The contractor is responsible for coordinating and scheduling inspections in association with (Inspector or CM Name). The contractor should provide (Inspector or CM Name) and the laboratory 24 hours advance notice of testing. Any re-testing is at the expense of the Contractor, in accordance with the Contract Documents. The Contractor shall be responsible for notifying (Inspector or CM Name) of unscheduled changes in activities requiring testing at least twenty-four (24) hours in advance.

(Testing Lab Name) is to forward invoicing for testing services with all back up reports to:

Attention: (Environmental Services Contact)
City of Houston
611 Walker, 17th Floor
Houston, Texas 77002

(Minutes under this heading Example - The testing laboratory was represented by Mr. John Doe. Mr. Doe stated that requests for lab services should be scheduled through their dispatch service. The dispatch contact number is 713-555-5555)

O. Final Payment:

The Contractor is advised that upon completion of the project, he will be asked to sign the final estimate indicating that all the quantities and amounts withheld are correct and he agrees with the estimate. His failure to take exception prior to signature shall not entitle him to further payment after he signs such estimate.

(Minutes under this heading)

P. Progress Meetings:

Progress Meetings will be held monthly, and will be conducted according to Specification 01312-A1 and 01312. Meetings will be held at the project site in the Engineer's Field Office.

(Minutes under this heading)

II. Factors for Success

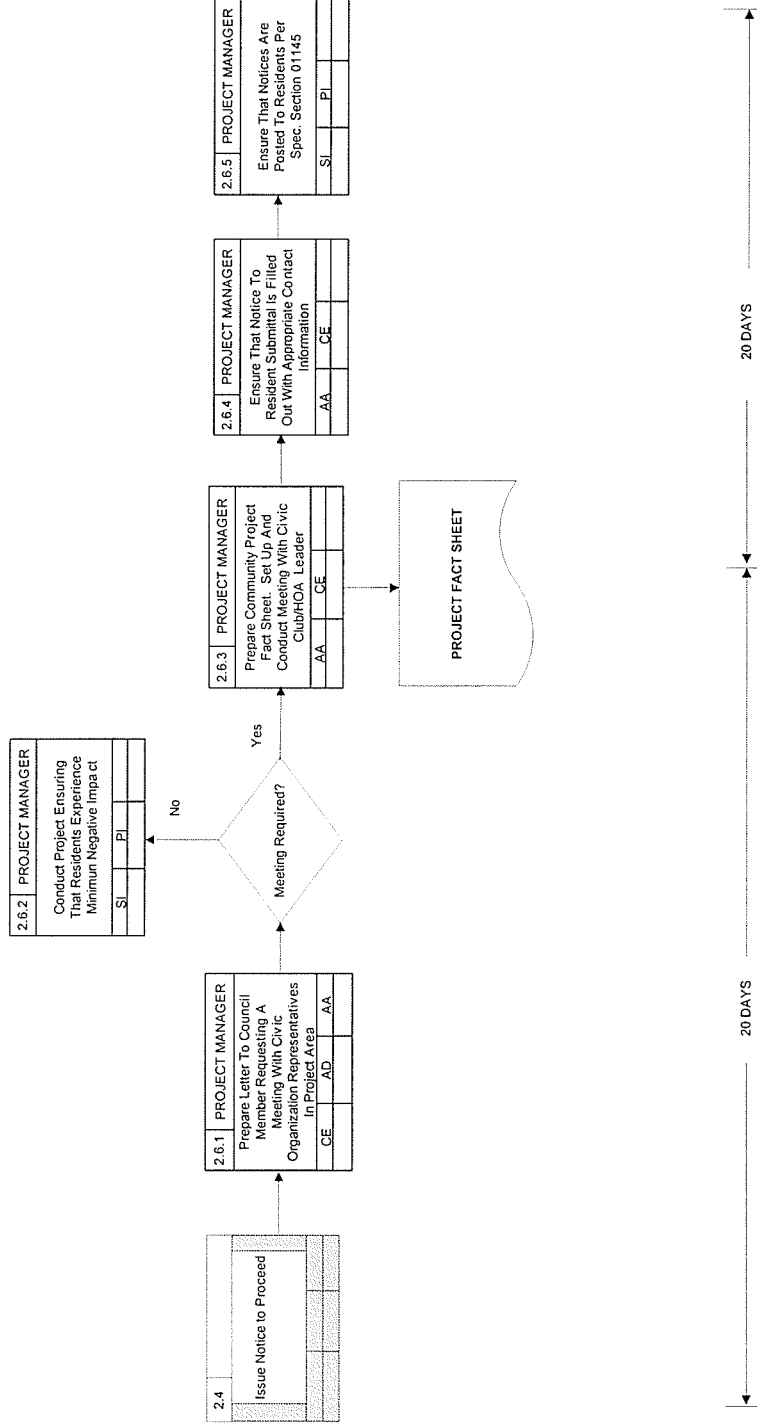
1. Mission Statement (What are we here to achieve?) (Example: All involved parties will contribute to the success of obtaining a quality product with a minimum impact to the community by April 20,2004.)
2. Vision and Goals
3. Development of Communication in the Contract
4. Roles and Responsibilities

PROCESS STANDARD

STANDARDS
PROCESS 2.5 – CONDUCT PRE-CONSTRUCTION CONFERENCE

1. Contract Documents should be transmitted to Contractor no later than the Pre-construction Conference.
2. The following documents should be transmitted to the Contractor at the Pre-construction Conference:
 - a. Original Contract
 - b. Drawing sets (5 Minimum)
 - c. Sign Stickers
 - d. Any Permits and SWPPP's transmitted from Design.
3. Meeting minutes should be distributed ten days after the Pre-construction Conference.

PROCESS - 2.6 CONDUCT COMMUNITY COMMUNICATIONS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code

Predefined Process or Subprocess

Code

Process Owner (s)	SubProcess Or Task
CE	CE
SE	SE
PI	PI
DC	DC
AA	AA
IA	IA
CA	CA

(CONTRIBUTOR) Link to Specific Task in a Process

Other Contributor

Activity Conducted By A Member Of Organization Outside Branch

CONTRIBUTORS

AD = ASSISTANT DIRECTOR
AS = ADMIN SUPERVISOR
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
AA = ADMINISTRATIVE ASSISTANT
CA = CLOSEDOUT ADMINISTRATOR

CE = CHIEF ENGINEER
SE = SENIOR ENGINEER
PI = PROJECT INSPECTOR
PC = PROJECT CONTROLS
ES = ESTIMATOR
IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database

Drawing Page: 1 of 1

PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Council Member (NAME)
District (LETTER)

From: Assistant Director
(BRANCH NAME)

Date: (DATE)

Subject (PROJECT TITLE)
: GFS No. (NUMBER), File No.
(NUMBER)

Please be advised the Pre-Construction Conference for the subject project will be conducted at (TIME) A.M./P.M. on (DAY), (DATE) in the (NUMBER) Floor Conference Room (NUMBER) at 611 Walker, Department of Public Works, Houston, Texas 77002.

This project is located in your district and you and/or members of your staff are invited to attend.

Because we recognize that the construction of this infrastructure will impact residents in your district, the Construction Branch would offer to make a presentation with regard to the project and answer project related questions at an appropriate meeting or forum of your choosing, such as with Civic Club or Home Owner Association representatives in the affected area. If our participation in such a meeting is desired please have your staff member contact me or the Chief Engineer listed below.

Please contact me directly if you have any questions or comments concerning this Pre-Construction conference. Your staff may coordinate their concerns with (NAME), P.E., Chief Engineer, (SECTION NAME) at (PHONE NUMBER).

(BRANCH A.D. NAME)

XX:XX

cc: ECRE DEPUTY DIRECTOR
CHIEF ENGINEER, P.E.
PROJECT MANAGER, P.E.

CAPITAL PROJECT EFFECTIVENESS
ADMINISTRATIVE SUPERVISOR
PROJECT FILE (NUMBER/CODE)

A. Project Information:

- ### B. Project Technical Description and Location:

- ### C. Contact Information:

1. Project Manager: Name
Address
Office Phone Number:
Cellular Phone Number
Fax Number:
2. Project Senior Inspector: Name
Cellular Phone Number:
3. Project Inspector: Name
Cellular Phone Number:
4. Contractor: Company Name
Attention: Contact Name
Address
Office Phone Number:
Office Fax Number:

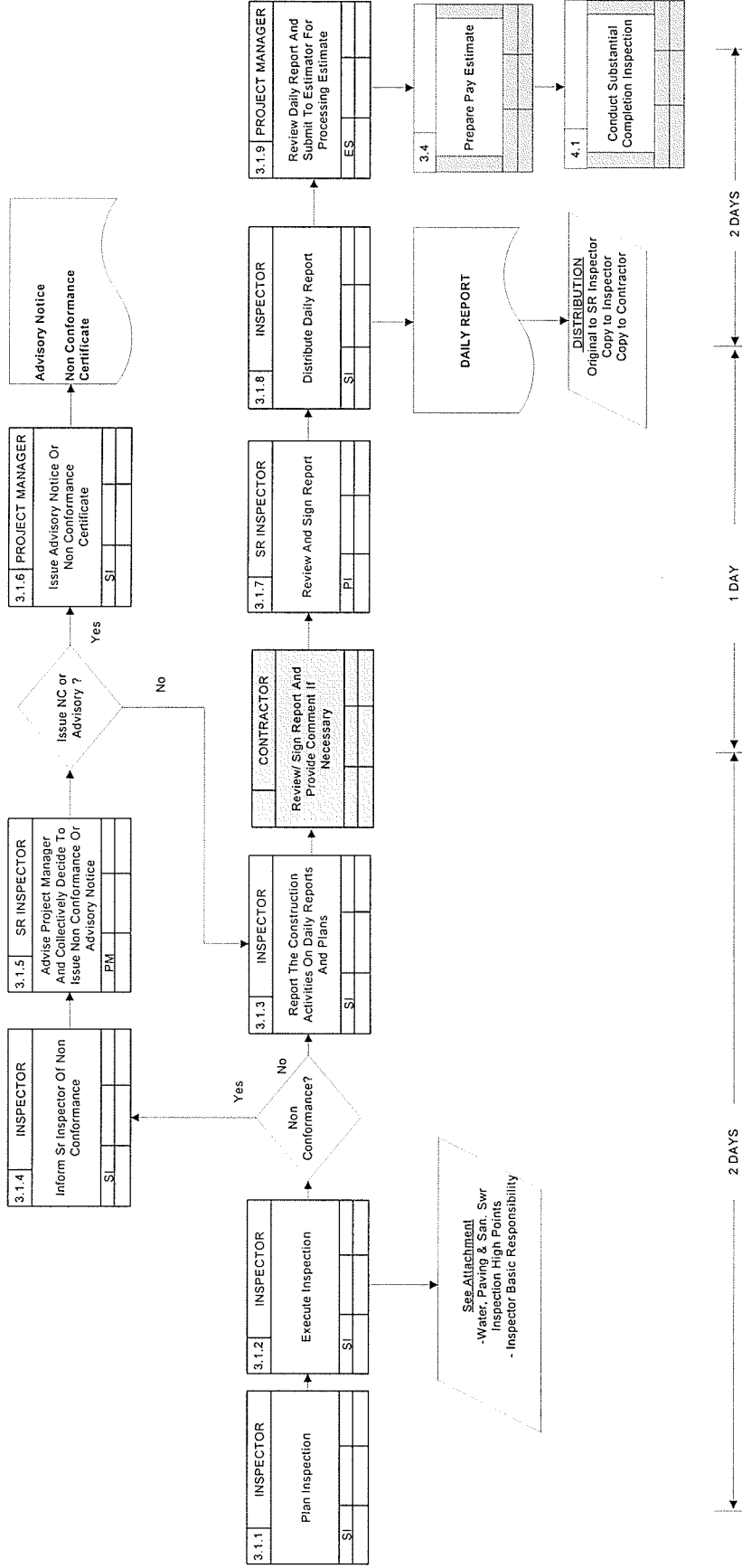
PROCESS STANDARD

STANDARDS

PROCESS 2.6 – CONDUCT COMMUNITY COMMUNICATIONS

1. Any written or verbal communication from any Council Member or Council Member's office will be forwarded to the attention of the Chief Engineer and the Assistant Director.
2. Project Managers and Project Inspectors should monitor the Contractor's efforts to provide timely notification per Specification Section 01145-1.05.B

PROCESS 3.1 - INSPECT PROJECT



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Predefined Process or Subprocess
------	----------------------------------

Code	Process Owner (S)
SubProcess Or Task	SI PM ES

(CONTRIBUTOR) Likely to Participate in a process

Other Contributor	Contributor
Activity Conducted By A	Activity Conducted By A
Activity Conducted Outside The Construction Branch	Activity Conducted Outside The Construction Branch

CONTRIBUTORS	CE = CHIEF ENGINEER
AD = ASSISTANT DIRECTOR	SE = SENIOR ENGINEER
AS = ASSISTANT SUPERVISOR	SI = PROJECT INSPECTOR
PI = PROJECT INSPECTOR	PC = PROJECT CONTROLS
DC = DOCUMENT CONTROL	ES = ESTIMATOR
AA = ADMINISTRATIVE ASSISTANT	IA = INVOICE ADMINISTRATOR
CA = CLOSURE ADMINISTRATION	

Deliverable

Suggested Logical dependency between activities

Update Database

PROCESS EXAMPLES

Department of Public Works & Engineering

REPORT NO: 75	CONTRACT NO: 56521	PROJECT NO: 10999				
DATE: 3-10-02	TYPE OF WORK: WATER	SITE LOCATION: TIMBER RIDGE				
JECT NAME: WATER REPLACEMENT IN TIMBER RIDGE SUBDIVISION						
CONTRACTOR: FAST TRACK CONSTRUCTION						
WEATHER: <input checked="" type="checkbox"/> Sunny <input type="checkbox"/> Cloudy	TEMP: High 75 Low 68	SITE CONDITIONS: (Describe) HUMID / CLEAR				
WORK PROGRESS						
PAY ITEM	LOCATION	DESCRIPTION OF ACTIVITIES / COMMENTS	QUANTITY			
15	LOVE LN.	8" WATER MAIN STA 6+32 TO 9+40 (sh. 12)	308 LF.			
23	" "	TRENCH SAFETY " " "	308 LF.			
18	" "	8" CUT, PLUG & ABANDON STA 6+32 "	1 EA.			
9	" "	8" WET CONNECTION " "	1 EA.			
32	BLUEBIRD LN.	TEMPORARY DETOUR RD. - CONTRACTOR STARTED ROAD BUT DID NOT COMPLETE 43 SY ASPHALT BASE WAS LAID TODAY.	Ø			
17	TIMBER RIDGE	8" PVC MAIN - AUGERED UNDER DRWY. STA 23+10 TO 23+22 (sh. 8) STA 25+12 TO 25+24 "	24 LF			
2	VARIOUS	FLAGMAN 2nd PAYMENT PER SCHEDULE OF VALUES	20 %			
41	TIMBER RIDGE	12" STEEL MAIN UNDER CONST., NOT YET COMPLETED. 72 LF INSTALLED TODAY	Ø			
CUT-OFF REPORT						
FORCE AND EQUIPMENT ON PROJECT						
LABOR FORCE/SUBCONTRACTORS	QTY	HRS	EQUIPMENT	QTY	HRS IN USE	HRS STDBY
FOREMAN	1	8	580 CASE BACKHOE	3	8	
OPERATOR	3	8	320 CAT. LOADER	1	8	
LABOR	10	8	DUMP TRUCK	4	8	
FLAGMAN	1	8	RAYGO 216 COMPACTOR	1	8	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> </div> <div style="width: 45%;"> </div> </div>						
LABORATORY ACTIVITIES: LAB TAKING DENSITIES ON DETOUR RD.						
REMARKS: CONTRACTOR WORKING ON TREE PROTECTION ON TIMBER RIDGE, PLACING FENCING AROUND OAK TREES IN ESPLANADE. VALVE MAN NOTIFYING RESIDENTS ABOUT WATER TO BE TURNED OFF TOMORROW ON BLUEBIRD LN. CUT OFF WATER ON LOVE TODAY FOR WET CONNECTION FROM 2:00 PM TO 4:00 PM. REMINDED CONTRACTOR TO TAG FIRE HYDRANTS NOT IN USE WITH YELLOW MARKERS.						

itted:

Acknowledged:

Acknowledged:

Inspector (Sign name; print below.)

Reviewer/Project Manager (Sign name; print below.)

Contractor (Sign name; print below.)



**City of Houston
Construction Division
Department of Public Works and Engineering
NON-COMPLIANCE NOTICE NO. _____**

Project: _____ Project No.: _____

Contractor: _____

Contractor Representative: _____

LOCATION: _____ Station From: _____ Station To: _____

Referenced: Dwg. No.: _____ Spec. No.: _____

Notice is hereby given that ☐ tests ☐ inspection indicate that the work, as described below, is not in conformance with the Contract Documents.

Non-complying work may be required to be removed and replaced at no cost to the Owner. Work not in compliance will not be paid until this notice is resolved.

It is the Contractor's responsibility to propose corrective action and to determine if operations should continue until this notice is resolved.

Signed: _____ Date: _____
Senior Inspector

Receipt Acknowledged By: _____ Date: _____
Contractor's Representative

Resolution/Corrective Action: _____

Signed: _____
Contractor's Representative

Accepted By: _____ Date: _____

Distribution: Contractor: _____

Resident Engineer: _____

Asst. Construction Manager: _____

Sr. Inspector: _____

Inspector: _____

File: _____

Estimator: _____



**City of Houston
Construction Division
Department of Public Works and Engineering
ADVISORY NOTICE NO. _____**

Project: _____ Project No.: _____

Contractor: _____

Contractor Representative: _____

LOCATION: _____ Station From: _____ Station To: _____

Referenced: Dwg. No.: _____ Spec. No.: _____

Daily Report No.: _____ Date: _____

Notice is hereby given that the work, as described below, is not in conformance with the Contract Documents.

Please note that this is an advisory notice. Continuation of the deficient work is at the Contractor's risk.
Corrections shall be made by the Contractor at no additional cost to the Owner.

Signed: _____ Date: _____
Senior Inspector

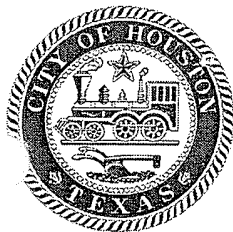
Receipt Acknowledged By: _____ Date: _____
Contractor's Representative

Reply: _____

Signed: _____ Date: _____
Contractor's Representative

Distribution: Contractor: _____
Resident Engineer: _____
Asst. Construction Manager: _____
Sr. Inspector: _____
Inspector: _____
File: _____
Estimator: _____

PROCESS STANDARD



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: All Personnel
ECRE/Construction Branch

From: Senior Assistant Director
ECRE/Construction Branch

Date: 24 March 2003

Subject: **Basic Responsibilities for Inspectors**

Construction inspection is the most essential function of what we do as a Branch for the Department of Public Works and Engineering and the City of Houston. On the attached pages I am providing a short delineation of basic responsibilities that I want all of our Senior Inspectors and Inspectors to fulfill each day while observing and inspecting the work being performed under our construction contracts. These lists are not intended to be exhaustive of all tasks or duties included in these jobs, but a short list of key items that I want to be kept in focus. I am forwarding these lists in order to provide such focus, to establish minimum requirements for both Senior Inspectors and Inspectors, and to establish greater consistency in how we accomplish construction inspection across all of our projects.

I have specifically reviewed these basic responsibilities with respect to the standard position description for our Inspectors and Senior Inspectors, typical employee evaluation plans for Inspectors and Senior Inspectors, and the scope of services for construction inspection as delineated in our standard City contracts. The responsibilities are not contradictory to any of these, nor intended to replace or change any, but to emphasize and supplement. Additionally, the responsibilities are consistent with specific responsibilities set forth in the City of Houston Inspector's Manual and the Mentoring Program for Inspector Trainees. Some of the responsibilities address specifically how to record and report daily progress on the jobs. The daily construction report is a key document for the project file--it should accurately reflect the chronology of the construction work as well provide the basis for payment to the contractor. The details provided are intended to address some of the deficiencies we have in our current reporting.

Chief Engineers will disseminate this information to all contracted Construction Managers. Question with regard to these responsibilities may be addressed to Mike Walker, Chief Inspector, Construction Branch, at 7-0385.

Daniel W. Krueger

Enclosures
as

DWK:dj

Cc: Gary Oradat, P.E.

Inspector Basic Responsibilities

1. Familiarize his or herself with whatever project or projects are assigned to them. Stay abreast of the current status of assigned projects at all times.
2. Incorporate any addendums into the bound set of project specifications. Mark up as built drawings for future reference whenever applicable.
3. Prioritize time especially when inspecting more than one project as to make sure that most important installations are witnessed on any given day.
4. Document daily factual construction activities making sure to fill out the daily report in its entirety. Make special notes in remarks regarding unusual problems or occurrences on that day. Contractor signature required on all reports turned in.

Key points to consider when filling out daily reports are as follows:

- A. Check for conciseness of remarks to make sure information is of a factual nature and not personal opinion or suggestive. Remarks should reflect the actual occurrences of the day.
 - B. Labor force and equipment section thoroughly accounted for. The only time that these two would be blank is if contractor has either not mobilized or de-mobilized on the project. *
 - C. Laboratory activities should also reflect what activity or no activity and if so what activities took place. *
 - D. Top portion should be filled out in its entirety from the Report Number to the Weather. No exceptions.
 - E. Work progress section speaks for itself. Items that do not intend to be paid for should have a **slash** in the quantity column. Use this section to clearly describe anything relating to pay item work both complete and partially complete if necessary. *
 - F. When reporting portions of lump sum percentage items (usually from the schedule of values) we should only place what percentage is being paid for this period on that daily and keep a running tally elsewhere. Inspectors should not report previously reported percentages on that report.
 - G. The guidelines should be followed in conjunction with the instruction provided on the cover of Report Booklet form 00668 & 00669.
5. Conduct yourself as the Mayors representative in dealing with the public and contractor at all times.

** Weekend would be the only exception for this area to be left blank.*

Senior Inspector Basic Responsibilities

1. Give guidance and training to subordinate inspectors.
2. Monitor project activities on inspector assigned projects keeping abreast of the status and helping trouble shoot potential problems. Seniors should at a minimum visit inspectors projects twice on a weekly basis, more if deemed necessary.
3. Act as buffer between contractor and inspector when disagreements or interpretation issues arise concerning the project. First line of clarification before proceeding up the chain.
4. Make sure daily inspection reports reflect good record of project activities through review and signature before being transferred downtown for posting and filing. Every report should have the contractors signature on it before being turned in.

Key points to consider when reviewing daily reports are as follows:

- A. Check for conciseness of remarks to make sure information is of a factual nature and not personal opinion or suggestive. Remarks should reflect the actual occurrences of the day.
- B. Labor force and equipment section thoroughly accounted for. The only time that these two would be blank is if contractor has either not mobilized or de-mobilized on the project. *
- C. Laboratory activities should also reflect what activity or no activity and if so what activities took place. *
- D. Top portion should be filled out in its entirety from the Report Number to the Weather. No exceptions.
- E. Work progress section speaks for itself. Items that do not intend to be paid for should have a **slash** in the quantity column. Use this section to clearly describe anything relating to pay item work both complete and partially complete if necessary. *
- F. When reporting portions of lump sum percentage items (usually from the schedule of values) we should only place what percentage is being paid for this period on that daily and keep a running tally elsewhere. Inspectors should not report previously reported percentages on that report.
- G. Please strike across any area not containing information as shown on the example report attached.
- H. The guidelines should be followed in conjunction with the instruction provided on the cover of Report Booklet form 00668 & 00669.

** Weekend would be the only exception for this area to be left blank.*

5. Pick up and distribute correspondence and various other types of paperwork to and from inspectors for handling. Reports should be received by PM's and/or estimators twice weekly. Function as liaison between downtown and field.
6. Assign projects to inspectors and monitor inspector use of time.
7. Make sure inspectors have all items necessary to perform their work.
8. Be prepared to fill in for inspector in their absence when necessary. This does not absolve the senior inspector of his or her other duties.

9. Prompt attention should be given to complaints with responses given in a timely manner and done in accordance with Policy 1-13 when dealing directly with the public.

STANDARDS
PROCESS 3.1 INSPECT PROJECT

Water:

1. Be able to read test meter.
2. Ability to fill out Chlorination forms.
3. Plot exhibit on plan profile for chlorination for record in asbuilts.
4. Maintain set of as-built drawing for your reference that coincide with reported items.
5. Establish contacts with valve department personnel prior to construction start.
6. Make sure proper notification is given to residents from contractor prior to the shutting off of any water.
7. Maintain that products used conform to what was initially submitted by contractor.
8. Make sure that contractor plugs line at the end of the day to prevent rodents from entering.
9. Make sure that all lines are encased in proper bedding material in all open excavations.
10. Make sure that contractor has permission to store materials on private property from owner if he does so.

Paving:

1. Make sure all work is performed within the City R.O.W. and contractor has permission to use private property to dispose of or stockpile materials on file.
2. Make sure contractor is in conformance with NPDES Permit Requirements.
3. Check to make sure City furnished contractor with proper baseline and benchmark control points.
4. Maintain that products used conform to what was initially submitted by contractor.
5. Check form work prior to pouring concrete. Minimum length of steel forms (10'), verify thickness using string line or rule and elevation and cross slope.
6. Check reinforcing steel for proper lap, spacing, grade and size in addition to making sure that all plastic chairs are upright and supporting the rebar.
7. Check that all ADA requirements are met regarding sidewalks and wheelchair ramps and are in conformance with standard details.
8. Maintain as-built drawing on a daily basis making sure they correspond to the daily reports turned in.
9. All density under pavement should be a minimum of 95% compaction.
10. Notification of street closures to Traffic and Transportation on a daily basis.

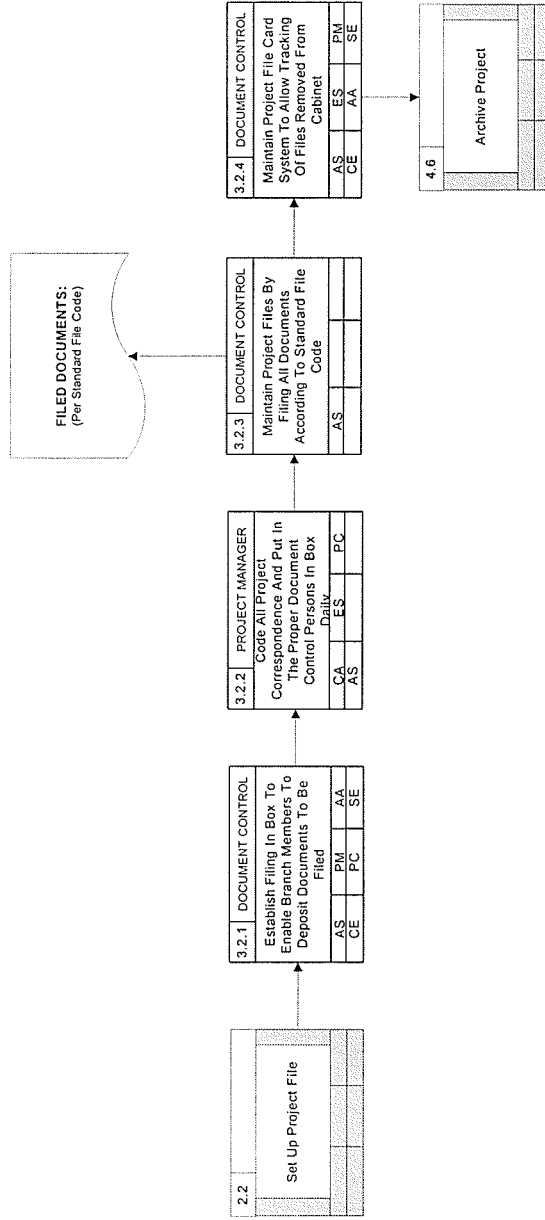
Sanitary Sewer/Lift Station

1. In the event of a significant excursion make sure that owning department is notified of the incident and that proper measures are taken to minimize contamination from the event.

2. Raw sewage from manhole or main should not be discharged back into the city system but contained in a Vactor and disposed of properly.
3. Establish and maintain contact with facility and permit inspection personnel through the course of the project. (Lift Station)
4. Make sure that when contractor lays new line that spigot ends face downstream.
5. Use full body fittings on new PVC lines for service connections, never saddle.

This is reference material to be used in conjunction with the generic as outlined in the Inspector Basic Responsibilities as well as any training classed attended as they pertain to inspection on City of Houston projects.

PROCESS 3.2 - MAINTAIN PROJECT DOCUMENTATION



1 DAY 1 DAY

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code	Predefined Process or Subprocess
Code	Process Owner (s)
Code	SubProcess Or Task
Code	Other Contributor
Code	Activity Conducted By A Individual Or Organization Outside The Construction Branch

CONTRIBUTORS
 CE = CHIEF ENGINEER
 SE = SENIOR ENGINEER
 SI = SENIOR INSPECTOR
 PC = PROJECT CONTROLS
 ES = ESTIMATOR
 CA = CLOSEOUT ADMINISTRATOR
 AS = ADMIN SUPERVISOR
 PM = PROJECT MANAGER
 PI = PROJECT INSPECTOR
 DC = DOCUMENT CONTROLLER
 CA = CLOSEOUT ADMINISTRATOR

Deliverable

Update Database

Suggested Logical dependency between activities



PROCESS EXAMPLES

OUT

[illegible]

PROCESS STANDARD

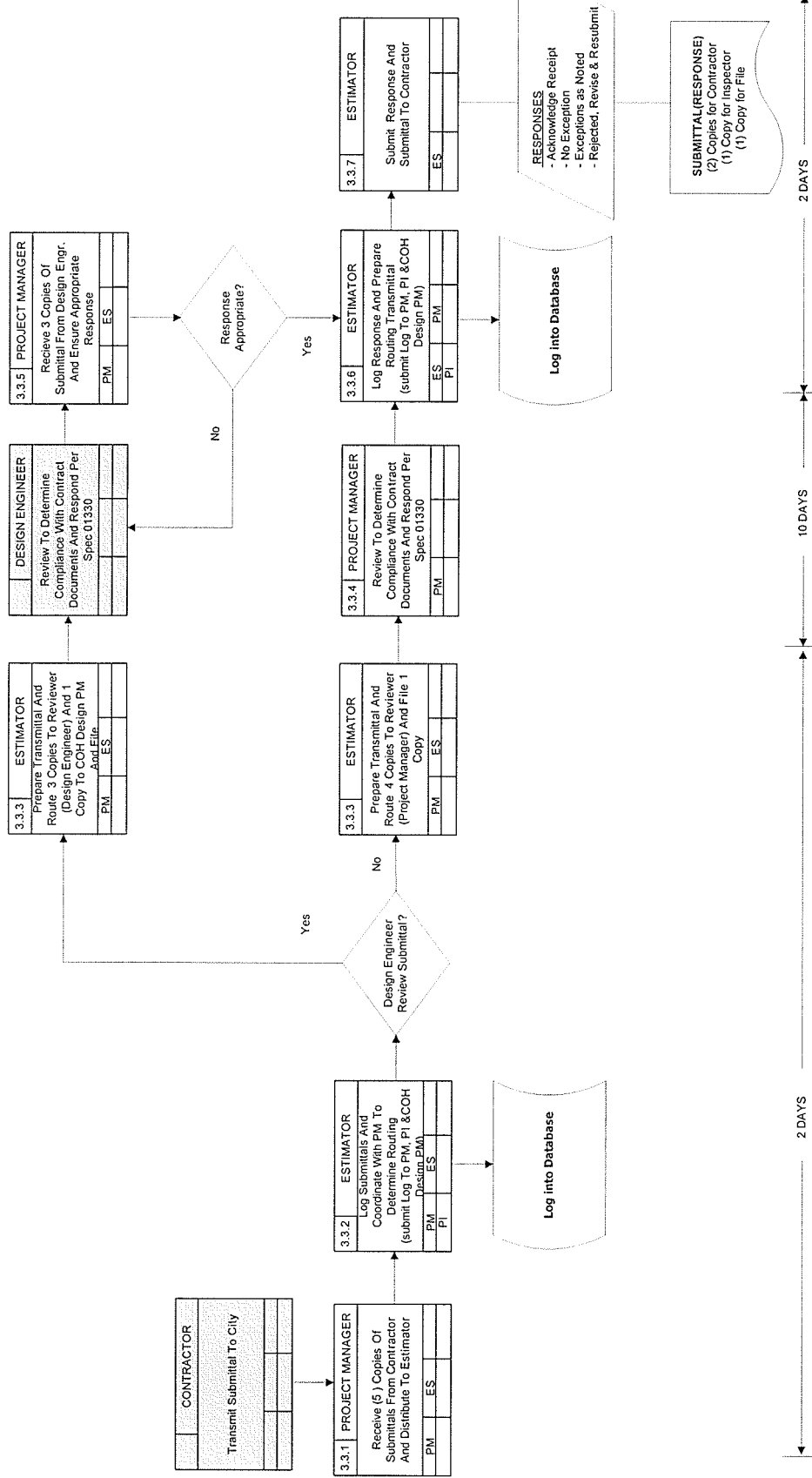
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STANDARD

3.2 – MAINTAIN PROJECT DOCUMENTATION

1. All project documents should be filed within 48 hours of receipt.

PROCESS 3.3 - REVIEW AND RESPOND TO SUBMITTALS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code	Process Owner (s)	SubProcess Or Task	AD	PM	PI	ES

(CONTRIBUTOR) Likely to Participate

Other Contributor	Activity Conducted By A Individual Or Organization Outside Branch

CONTRIBUTORS
AD = ASSISTANT DIRECTOR
AS = ADMIN SUPERVISOR
PM = PROJECT MANAGER
DC = DOCUMENT CONTROL
CA = ADMINISTRATIVE ASSISTANT
IA = INVOICE ADMINISTRATOR
CE = CHIEF ENGINEER
SE = SENIOR ENGINEER
SI = SENIOR INSPECTOR
ES = ESTIMATOR

Deliverable	Suggested Logical dependency between activities

Update Database

Drawing Page:	1	of	1
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PROCESS EXAMPLES

CITY OF HOUSTON
Department of Public Works and Engineering

Submittal Routing Sheet

File No:

Date

Submittal No:

Contractor:

Date Received:

Date To Design:

Prepared By:

Item Description:

Reviewer:

Reviewer Title:

REQUESTED RETURN:

Circle appropriate

No Exception

**Exceptions As
Noted**

Rejected -Resubmit

COMMENTS:

Reviewers Signature _____ **Date:** _____

CITY OF HOUSTON
Department of Public Works and Engineering

Reviewed Submittal To Contractor

File No:

Contractor:

Submittal No:

Item Description:

Date Returned to Contractor:

DISPOSITION:

COMMENT:

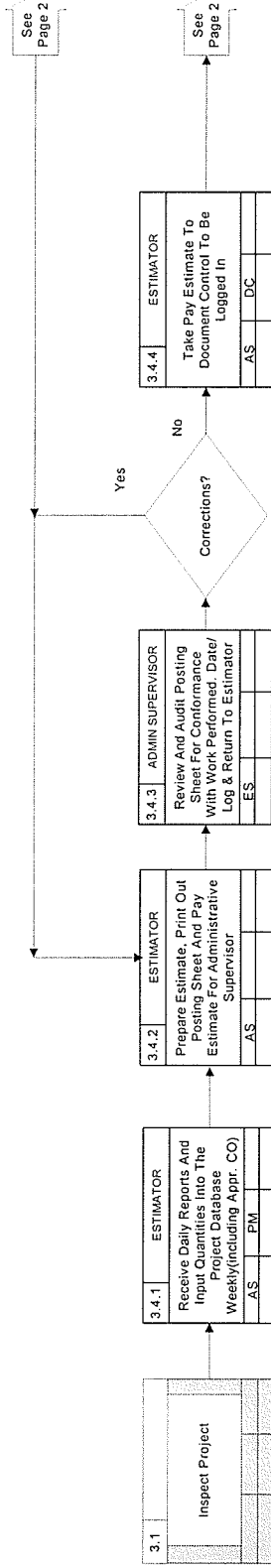
Submittal review is only for the general conformance with the concept of the Project and general compliance with the information given in the Contract Documents. Any action shown is subject to the requirements of the Drawings and Specifications. Contractor is responsible for the dimensions which shall be confirmed and correlated at the job site; fabrication processes and techniques of construction, coordination of his work with that of all other trades and the satisfactory performances of the work.

PROCESS STANDARD

STANDARD
PROCESS 3.3 – REVIEW AND RESPOND TO SUBMITTALS

1. The Contractor prepares the submittal, noting any materials, products, or methods requested as variance.
2. The Project Manager reviews it to determine if it require a review by the Design Engineer.
3. Division 1 submittals usually require response by the Project Manager.
4. Division 2 – 16 submittals usually require response by the Design Engineer.
5. The submittal reviewer should be given 10 days to respond.
6. Project Manager should ensure contractor submits a submittal schedule per specifications.

PROCESS 3.4 - PROCESS PAY ESTIMATES



2 DAYS 1 DAY

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Predefined Process or Subprocess

Subprocess Or Task

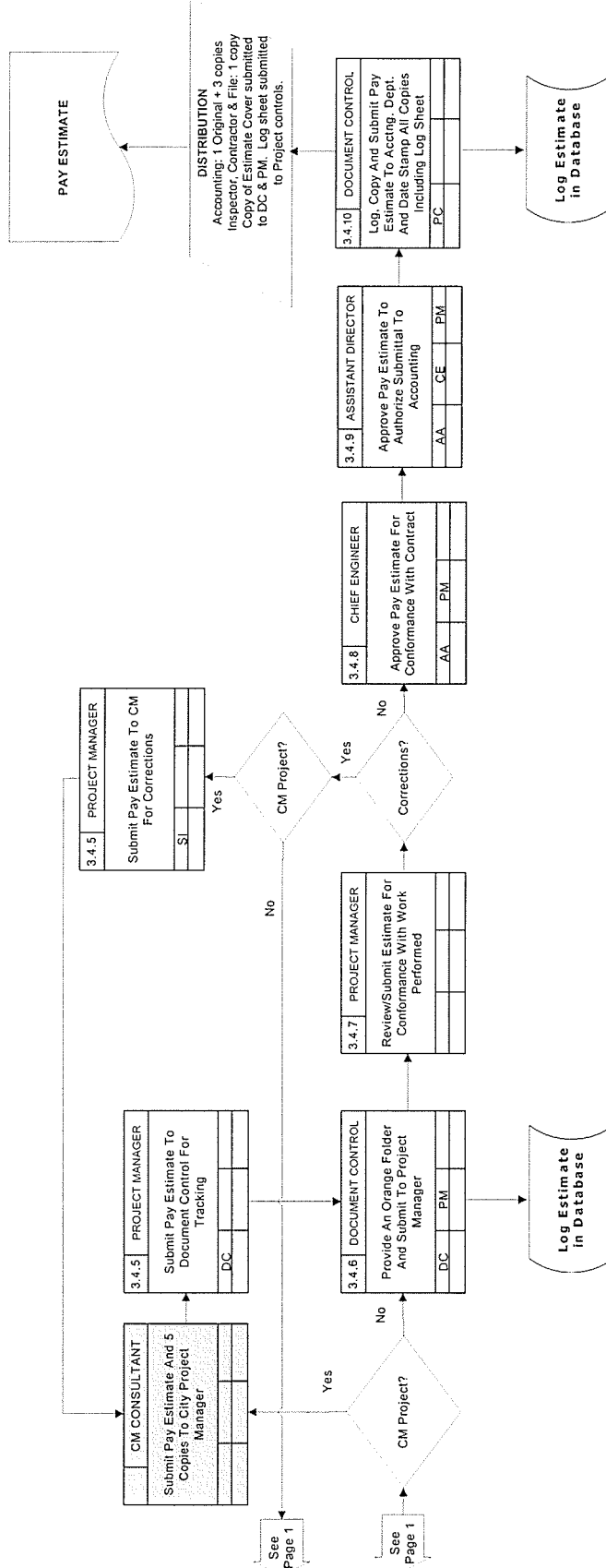
Other Contributor
Activity Conducted By A Contributor Outside The Contribution Branch

CONTRIBUTORS
AD = ASSISTANT DIRECTOR
AS = ASSISTANT SUPERVISOR
PM = PROJECT MANAGER
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
AA = ADMINISTRATIVE ASSISTANT
CA = CLOSEST ADMINISTRATOR
CE = CHIEF ENGINEER
SE = SENIOR ENGINEER
SI = SENIOR INSPECTOR
PC = PROJECT CONTROLS
ES = ESTIMATOR
IA = INVOICE ADMINISTRATOR

Deliverable

Update Database

PROCESS 3.4 - PROCESS PAY ESTIMATES



3 DAYS 5 DAYS 2 DAYS

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Process Owner (S)
AD	Assistant Director
CE	Chief Engineer
PM	Project Manager
SI	Senior Inspector
PC	Project Controls
ES	Estimator
CA	Closeout Administrator

Code	Process Owner (S)
AD	Assistant Director
CE	Chief Engineer
PM	Project Manager
SI	Senior Inspector
PC	Project Controls
ES	Estimator
CA	Closeout Administrator

Code	Process Owner (S)
AD	Assistant Director
CE	Chief Engineer
PM	Project Manager
SI	Senior Inspector
PC	Project Controls
ES	Estimator
CA	Closeout Administrator

Code	Process Owner (S)
AD	Assistant Director
CE	Chief Engineer
PM	Project Manager
SI	Senior Inspector
PC	Project Controls
ES	Estimator
CA	Closeout Administrator

Code	Process Owner (S)
AD	Assistant Director
CE	Chief Engineer
PM	Project Manager
SI	Senior Inspector
PC	Project Controls
ES	Estimator
CA	Closeout Administrator

Code	Process Owner (S)
AD	Assistant Director
CE	Chief Engineer
PM	Project Manager
SI	Senior Inspector
PC	Project Controls
ES	Estimator
CA	Closeout Administrator

Code	Process Owner (S)
AD	Assistant Director
CE	Chief Engineer
PM	Project Manager
SI	Senior Inspector
PC	Project Controls
ES	Estimator
CA	Closeout Administrator

Drawing Page: 2 of 2

PROCESS EXAMPLES

**CITY OF HOUSTON
STANDARD SPECIFICATION**

**ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK**

FORM

ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK

Estimate No. 7
Cut off Date: 10-Jun-03
Estimate Date: 19-Jun-2003

Project Name: WESTHOLLOW LIFT STATION REPLACEMENT
Contractor: R. J. CONSTRUCTION COMPANY, INC.
Address: 1306 FM 1092, SUITE 404
MISSOURI CITY, TEXAS 77459

Contract No. 53915
Project No. / File No. 4728-7
GFS No: R-0267-A7-3
Ord No: 2002-0479

Contract Date: 12-Jun-02
Start Date: 05-Aug-02
Current Contract Completion Date: 04-Aug-03
Substantial Completion Date:
Percentage: By Time 84.93% In Place: 58.93%

CONTRACT TIME IN CALENDAR DAYS

Original Contract Time: 365 days
Approved Extensions: 0 days
Total Contract Time: 365 days
Days Used to Date: 310 days
Days Remaining to Date: 55 days

Date Insurance Exp. 01-Aug-03 Drug Policy Date: 13-Jan-03

Current M/WBE % N/A Schedule Update Rcvd. 6-17-03

CONTRACT AMOUNT TO DATE:

1. Original Contract Price: \$668,000.00
2. Approved Change Orders: No./Description Amount

Total Change Orders to Date: +/ \$0.00 \$0.00
TOTAL CONTRACT AMOUNT: \$668,000.00

A. EARNINGS TO DATE:

1. Work Completed to Date: 58.93% Complete \$393,634.00
2. Materials Stored on Site, at 85%: 48015.80 48015.80
3. Materials Stored In Place: 5252.47
4. Balance Materials Stored on Site:

TOTAL EARNINGS TO DATE: \$441,649.80

B. DEDUCTIONS:

1. Retainage: 5 % of \$393,634.00 \$19,681.70
2. Add: Retainage Deduction \$0.00
3. Total Retainage: \$19,681.70
4. Liquidated Damages: 0.00 Days @ \$800.00 0.00
5. Quality Control Retest Cost:
6. Sunday/Holiday Overtime Cost:

TOTAL DEDUCTIONS: \$19,681.70

C. AMOUNT DUE THIS PERIOD:

1. Total Earnings This Date: \$441,649.80
2. Total Reductions: \$19,681.70
3. Total Payments Due: \$421,968.10
4. Less Previous Payments: \$410,650.10
5. Restoration Adjustment:

TOTAL AMOUNT DUE CONTRACTOR THIS DATE: \$11,318.00

Prepared By: [Signature] 6/19/03 Date:

Checked By: [Signature] 6/19/03 Date:

Submitted: [Signature] 6/19/03 Date:

Recommended: [Signature] 6-19-03 Date:

Approved: [Signature] DIRECTOR OF PUBLIC WORKS AND ENGINEERING Date:

**ANTICIPATE PAYMENT IN
30 DAYS FROM 6/19/03**

OER-4728-7-6.2

J. O'Connell / L. Holman J. Chunawala J. Boxley - w/o attach. M. Smith - w/o attach. L. Perkins - Final

**CITY OF HOUSTON
STANDARD SPECIFICATION**
**ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK**

CONTRACT FOR:
J267-A7-3
WESTHOLLOW LIFT STATION REPLACEMENT
4728-7

4728-7			UNIT QUANTITIES			UNIT PRICE IN FIGURES	TOTAL IN FIGURES
ITEM NO.	ITEM DESCRIPTION	UNIT	PLAN	CURRENT MO.	TO DATE		
ASE UNIT PRICES:							
1.	01502 MOBILIZATION	LS	1.00	0.00	1.00	\$25,000.00	\$25,000.00
2.	01555 FLAGMEN	LS	1.00	0.00	0.92	\$1,000.00	\$920.00
3.	01561 TRENCH SAFETY SYSTEM	LF	3572.00	299.00	1,049.00	\$1.00	\$1,049.00
4.	01573 FILTER FABRIC FENCE	LF	3820.00	0.00	4,000.00	\$2.00	\$8,000.00
5.	WESTHOLLOW LIFT STATION, INCL. BUT NOT LIMITED TO	LS					
a	OPEN-CUT EXCAVATION	LS	1.00	0.00	1.00	\$5,000.00	\$5,000.00
b	CAISSON EXCAVATION	LS	1.00	0.00	1.00	\$15,000.00	\$15,000.00
c	WET WELL WALLS (1st LIFT)	LS	1.00	0.00	1.00	\$50,000.00	\$50,000.00
d	WET WELL WALLS (2ND LIFT)	LS	1.00	0.00	1.00	\$25,000.00	\$25,000.00
e	WET WELL BOTTOM SLAB	LS	1.00	0.00	1.00	\$20,000.00	\$20,000.00
f	WET WELL TOP SLAB	LS	1.00	0.00	1.00	\$15,000.00	\$15,000.00
g	VALVE VAULT BOTTOM SLAB	LS	1.00	0.00	1.00	\$10,000.00	\$10,000.00
h	VALVE VAULT WALLS	LS	1.00	0.00	1.00	\$15,000.00	\$15,000.00
i	WET WELL PIPING	LS	1.00	0.00	1.00	\$23,000.00	\$23,000.00
j	DISCHARGE PIPE SUPPORTS	LS	1.00	1.00	1.00	\$2,000.00	\$2,000.00
	VALVE VAULT PIPING & VALVE	LS	1.00	0.00	1.00	\$40,000.00	\$40,000.00
	PUMPS AND ACCESSORIES	LS	1.00	0.00	0.00	\$20,000.00	\$0.00
m	ACCESS COVERS WHATCH NETS	LS	1.00	0.00	1.00	\$5,000.00	\$5,000.00
n	FRP GRATING AND SUPPORTS	LS	1.00	0.00	1.00	\$15,000.00	\$15,000.00
o	SITE PAVING	LS	1.00	0.00	0.00	\$25,000.00	\$0.00
p	SIDEWALK	LS	1.00	0.00	0.00	\$1,863.00	\$0.00
q	PROTECTIVE COATING	LS	1.00	0.00	0.00	\$5,000.00	\$0.00
r	ELECTRICAL	LS	1.00	0.00	0.05	\$78,000.00	\$3,900.00
6.	02081 5-FOOT DIA. CAST-IN-PLACE CONCRETE MANHOLE COM	EA	1.00	0.00	0.00	\$4,500.00	\$0.00
7.	02081 7-FOOT DIA. CAST-IN-PLACE CONCRETE MANHOLE COM	EA	1.00	0.00	1.00	\$25,000.00	\$25,000.00
8.	02082 5-FOOT DIA. CORROSION-RESISTANCE CONCRETE	EA	1.00	0.00	0.00	\$2,400.00	\$0.00
9.	02082 7-FOOT DIA. PRECAST CONCRETE MANHOLE COMPLETE	EA	1.00	0.00	1.00	\$16,000.00	\$16,000.00
10.	02082 EXTRA DEPTH 7-FOOT DIA. SANITARY MANHOLE	VF	17.00	0.00	25.00	\$250.00	\$6,250.00
11.	02082 6-FOOT DIA. AIR RELEASE MANHOLE WITH VALVES AND	EA	1.00	0.00	1.00	\$5,500.00	\$5,500.00
12.	02220 DEMOLITION OF EXISTING WESTHOLLOW LIFT STATION	LS	1.00	0.00	0.00	\$22,000.00	\$0.00
13.	02221 REMOVE AND DISPOSE OF CONCRETE PAVEMENT	SY	6.00	6.00	6.00	\$50.00	\$300.00
14.	02512 WATER TAP AND SERVICE LINE INSTALLATION	LS	1.00	0.00	0.00	\$3,000.00	\$0.00
15.	02526 3/4" WATER METER ASSEMBLY AND BOX	EA	1.00	0.00	0.00	\$500.00	\$0.00
16.	02531 30" DIA. GRAVITY SEWER, OPEN CUT, ALL DEPTHS COM	LF	53.00	0.00	53.00	\$300.00	\$15,900.00
17.	02531 24" DIA. GRAVITY SEWER, OPEN CUT, ALL DEPTHS COM	LF	24.00	0.00	0.00	\$260.00	\$0.00
1	02532 12" DIA. SANITARY SEWER FORCE MAIN, OPEN CUT, ALL	LF	3495.00	0.00	972.00	\$30.00	\$29,160.00

**CITY OF HOUSTON
STANDARD SPECIFICATION**
**ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK**

TRACT FOR:
67-A7-3
WESTHOLLOW LIFT STATION REPLACEMENT
4728-7

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QUANTITIES			UNIT PRICE IN FIGURES	TOTAL IN FIGURES
			PLAN	CURRENT MO.	TO DATE		
19.	02532 12" DIA. SANITARY FORCE MAIN, BY PIPE AUGERING CO	LF	35.00	0.00	0.00	\$180.00	\$0.00
20.	02532 ACCEPTANCE TESTING - 12" FORCE MAIN	LF	3530.00	0.00	0.00	\$1.50	\$0.00
21.	02821 6' CHAIN LINK FENCES & GATES (PVC COATED W/PVC SL	LF	305.00	0.00	0.00	\$26.00	\$0.00
22.	02900 LANDSCAPING AT LIFT STATION YARD (INCL. ALL TREES	LS	1.00	0.00	0.00	\$2,500.00	\$0.00
TRA UNIT PRICES FOR:						BID ITEMS SUBTOTAL:	\$376,979.00
23.	02318 EXTRA HAND EXCAVATION AND BACKFILL	CY	20.00	0.00	0.00	\$100.00	\$0.00
24.	02318 EXTRA MACHINE EXCAVATION	CY	10.00	0.00	0.00	\$15.00	\$0.00
25.	02318 EXTRA REPLACEMENT OF BACKFILL MATERIAL	CY	20.00	0.00	0.00	\$25.00	\$0.00
26.	02321 EXTRA CEMENT STABILIZED SAND	TON	2.00	0.00	0.00	\$35.00	\$0.00
27.	02752 HORIZONTAL DOWELS	EA	20.00	0.00	0.00	\$12.00	\$0.00
CASH ALLOWANCES FOR:						EXTRA BID ITEMS SUBTOTAL:	\$0.00
28.	01110 BUILDING PERMIT AND WATER SERVICE FEES INCLUDIN	CA	1.00	0.00	0.42	\$5,000.00	\$2,100.00
29.	01110 HARRIS COUNTY PERMIT FEE	CA	1.00	0.00	0.71	\$20,500.00	\$14,555.00
						CASH ALLOWANCE SUBTOTAL:	\$16,655.00
						BID ITEMS SUBTOTAL:	\$393,634.00
						(\$1,200.00)	\$0.00
TOTAL BID ITEMS, AND CHANGED WORK COMPLETED TO DATE:							\$393,634.00
85% MATERIALS ON HAND NOT IN PLACE							\$56,489.18
TOTAL TO DATE:							\$450,123.18
RETAINAGE 5% OF CONTRACT BID ITEMS & CHANGED WORK SUB-TOTAL:							\$19,681.70

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
REQUEST FOR PAYMENT FOR MATERIALS ON HAND

PROJECT NAME: WESTHOLLOW LIFT STATION REPLACEMENT
 4728-7

R. J. CONSTRUCTION COMPANY, INC.

ESTIMATE No.: _____

7

19-Jun-2003
 DATE: _____

	VENDOR	INVOICE NUMBER	BALANCE ON HAND	RECEIVED	PLACED	BALANCE ON HAND
			13-May-2003	Jun-2003	Jun-2003	12-Jun-2003
1	ACT PIPE & SUPPLY	519375	\$1,163.20	\$0.00	\$0.00	\$1,163.20
2	HANSON PIPE & PRODUCT , INC.	483003683228	\$3,252.15	\$0.00	\$3,252.15	\$0.00
3	HANSON PIPE & PRODUCT , INC.	483003682935	\$2,000.32	\$0.00	\$2,000.32	\$0.00
4	BL TECHNOLOGY, INC.	3082	\$36,867.00	\$0.00	\$0.00	\$36,867.00
5	METRO-TEX FABRICATORS, INC.	37491	\$732.00	\$0.00	\$0.00	\$732.00
6	HUGHES SUPPLY, INC.	S102994517.001	\$1,627.00	\$0.00	\$0.00	\$1,627.00
7	HUGHES SUPPLY, INC.	S102994742.001	\$436.98	\$0.00	\$0.00	\$436.98
8	PUMP SOLUTIONS INCORPORATED	230432	\$0.00	\$15,663.00	\$0.00	\$15,663.00
9			\$0.00	\$0.00	\$0.00	\$0.00
10			\$0.00	\$0.00	\$0.00	\$0.00
11			\$0.00	\$0.00	\$0.00	\$0.00
12			\$0.00	\$0.00	\$0.00	\$0.00
13			\$0.00	\$0.00	\$0.00	\$0.00
14			\$0.00	\$0.00	\$0.00	\$0.00
15			\$0.00	\$0.00	\$0.00	\$0.00
16			\$0.00	\$0.00	\$0.00	\$0.00
17			\$0.00	\$0.00	\$0.00	\$0.00
18			\$0.00	\$0.00	\$0.00	\$0.00
19			\$0.00	\$0.00	\$0.00	\$0.00
TOTALS			\$46,078.65	\$15,663.00	\$5,252.47	\$56,489.18
TOTAL:						\$56,489.18
85% OF MATERIAL ON HAND:						\$48,015.80

* TO BE SUPPORTED BY ATTACHED CERTIFIED INVOICES AS TO
 CORRECT COPY AND MATERIAL ON JOB SITE.

**PUMP
SOLUTIONS
INCORPORATED**

Invoice

DATE	INVOICE #
4/23/2003	230432

BILL TO
RJ Construction, Inc. 1306 FM 1092, Suite 404 Missouri City, TX 77459

P.O. NO.	TERMS	DUE DATE	SHIP VIA	FOB	PROJECT
Robert Joseph	Net 30	5/23/2003	BEST WAY	Jobsite	Westhollow

DESCRIPTION	QTY
KSB MODEL KRT K150-215/206XG, 24 HP, 240 VOLT, 3 PHASE, ELECTRIC SUBMERSIBLE SEWAGE PUMP WITH 50' POWER CABLE.	3
INTERMEDIATE GUIDE BAR BRACKET FOR KSB RAIL SYSTEM. SIZED FOR A 10" RISER.	3
20' STAINLESS STEEL CABLE WITH CHAIN SLING AND SHACKLES.	3
<div data-bbox="860 1257 1185 1436" data-label="Text"> <p>RECEIVED APR 28 2003 ACCEPTED</p> </div> <div data-bbox="743 1478 1062 1688" data-label="Text"> <p><i>Robert O'Connell</i></p> </div>	
All work is completed	<div data-bbox="1026 1745 1524 1793" data-label="Text"> <p>Total \$15,663.00</p> </div>

Department of Public Works & Engineering

DA' ' CONSTRUCTION REPORT
(UNIT PRICE CONTRACT)

PORT NO: 310a		CONTRACT NO: 53915		PROJECT NO: 4728-7	
DATE: 6/10/3-Ta		TYPE OF WORK: Rehab		SITE LOCATION: -	
PROJECT NAME: Westhollow L.S. Replacement					
CONTRACTOR: R.J. Construction					
WEATHER:		TEMP:		SITE CONDITIONS: (Describe)	
<input type="checkbox"/> Sunny <input type="checkbox"/> Dry <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain		High _____ Low _____			

WORK PROGRESS

PAY ITEM	LOCATION	DESCRIPTION OF ACTIVITIES / COMMENTS	QUANTITY
		Supplemental to Cut off report	
		Material On hand (Excess)	
		7' Manhole (1 manhole)	3,352.15
		6' diameter air relief manhole (1 manhole)	2,000.32

FORCE AND EQUIPMENT ON PROJECT

[illegible]**LABORATORY ACTIVITIES:**

CITY OF HOUSTON, TEXAS
AFFIDAVIT OF WORK PERFORMED

CITY CONTROLLER:

THIS IS TO CERTIFY THE REQUEST FOR PAYMENT TO CONTRACTOR

R. J. CONSTRUCTION COMPANY, INC.

ON ESTIMATE# 7

R-0267-A7-3

WESTHOLLOW LIFT STATION REPLACEMENT

4728-7

REPRESENTS PAYMENTS FOR WORK PERFORMED AND / OR MATERIALS IN PLACE AND FURTHER CERTIFIED THE
THE ABOVE CITED ESTIMATE CONTAINS NO PAYMENTS FOR MATERIALS ON HAND AND NOT IN PLACE AS CITED
IN ARTICLE 9.7.1.3 OF THE CITY OF HOUSTON, CONDITIONS OF THE CONTRACT, DOCUMENT 00700, GENERAL CONDI
OTHER THAN THOSE INDICATED ON ATTACHED FORM , REQUEST FOR PAYMENT FOR MATERIALS ON HAND .

J. Churnawala
PROJECT MANAGER: (Signature)

PRINT NAME: J. CHURNAWALA

APPROVED:

[Signature]
CHIEF ENGINEER: (Signature)

PRINT NAME:

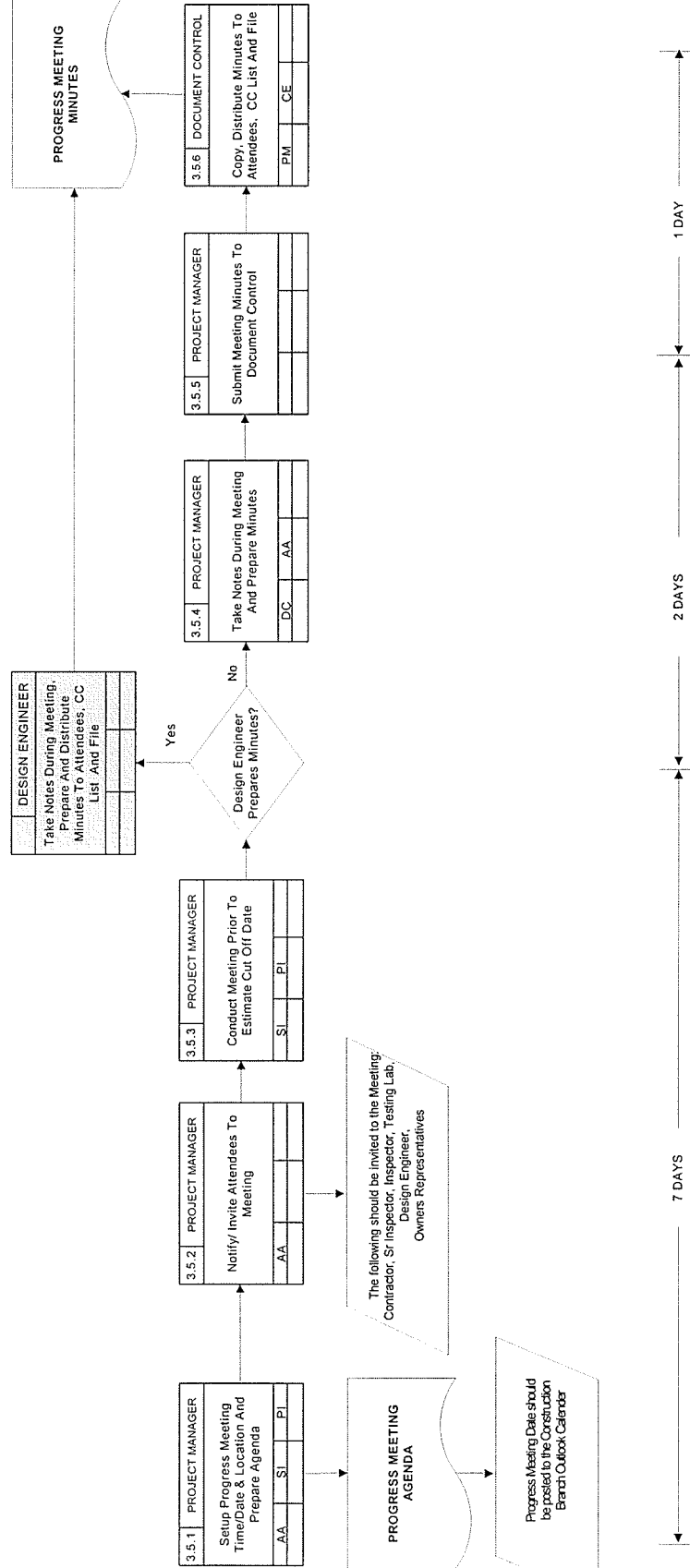
Carl Smith

PROCESS STANDARD

STANDARD
PROCESS 3.4 – PROCESS PAY ESTIMATES

1. All pay estimates should be prepared within 3 days of the Cut off date.
2. Retainage should be reduced as follows per 1993 issue of General Conditions 9.10.6:
 - a. Retainage - 5%; Retainage Release – 3% = 2%
 - b. Retainage - 5%; Retainage Release – 4% = 1%
 - c. Retainage - 5%; Retainage Release – 5% = 0%
3. Retainage should be reduced as follows per 2002 issue of General Conditions 9.9.6 & 9.11.4:
 - a. Retainage - 5%; Retainage Release – 1% = 4%
 - b. Retainage - 5%; Retainage Release – 4% = 1%
 - c. Retainage - 5%; Retainage Release – 5% = 0%

PROCESS 3.5 - CONDUCT PROGRESS MEETING



7 DAYS 2 DAYS 1 DAY

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code: _____

Predefined Process or Subprocess

Code: _____

SubProcess Or Task

(CONTRIBUTOR) Lists in Periodic space in a process.

Code: _____

Other Contributor

Activity Conducted By A Contributor Outside The Construction Branch

CONTRIBUTORS

AD = ASSISTANT DIRECTOR
AS = ADMIN SUPERVISOR
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
AA = ADMINISTRATIVE ASSISTANT
CA = CLOSURE ADMINISTRATOR

CE = CHIEF ENGINEER
SE = SENIOR ENGINEER
PE = PROJECT ENGINEER
ES = ESTIMATOR
IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database

Drawing Page: 1 of 1

PROCESS EXAMPLES

PROGRESS MEETING AGENDA
CITY OF HOUSTON - FACILITIES CONSTRUCTION BRANCH

(PROJECT TITLE)

FILE NO. _____; GFS NO.
(LOCATION, DAY, DATE, TIME)

1. Review minutes of previous meeting.
2. Planned work for next month.
3. Updated Construction Schedule.
4. Pay Estimate. (Cut-off Date = 10th of the month)
 - A. Certificate of Payments to Subcontractors and Suppliers
 - B. Copy of MWBE Utilization form
5. Coordination of projected progress with Utility companies, other contractors, private work, etc.
6. Off-site fabrication and delivery schedules which may impact construction schedule.
7. Field observations, issues and decisions.
8. Submittals under review or due from Contractor.
9. Status of RFIs, RFPs, Proposals, and Change Orders.
10. Customer complaint(s).
11. Housekeeping
12. Record drawings update.
13. Laboratory Testing, Completed In Compliance With Contract?
14. Drug Policy status: **DECLARATION DUE FOR 6 MONTHS PERIOD ENDING (M/D/Y).**
15. Insurance status: **EXPIRES (M/D/Y).**
16. Other items relating to work.
17. Next progress meeting date: **(DAY,M/D/Y, TIME)**

CITY OF HOUSTON

BIOSOLIDS IMPROVEMENTS AT BELTWAY, CHOCOLATE BAYOU, GREENRIDGE, INTERCONTINENTAL AIRPORT AND NORTHGATE WWTPs Project No. 4289-062; G.F.S. No. R-0265-23-3; Contract No. 54070 Drawing No. 37663

MONTHLY PROGRESS & PLANNING MEETING MINUTES

September 17, 2003
2:00 P.M.
COH/BBI Field Office
6301 W. Fuqua , Missouri City, Texas 77339

BBI/KGI	Industrial TX Corp, Inc.	COH
David Ross	Scott Christian	Roger Whitney
G.G. Ross	Efrain Rebollar	Allen Wood

Attachments: Meeting Agenda
Project Information Sheet

1. REVIEW OF MINUTES OF PREVIOUS MEETING

There were no comments on the previous meeting minutes.

2. REVIEW OF WORK PROGRESS, PAY ESTIMATES, PAYROLL AND COMPLIANCE SUBMITTALS

a. Progress as of July 16, 2003

By time utilized	=	% complete
By work completed	=	% complete
By dollars earned	=	% complete

b. The contractor delivered an updated schedule in the meeting.

c. Identification of problems that may impede planned progress.

1. The Contractor, Industrial TX, indicated that another Contractor, EEC2, placed concrete paving southeast of the proposed belt filter press building at the Chocolate Bayou WWTP. Grading and paving modifications will be required so that the paving installed as part of this contract matches the paving installed as part of the other contract. This issue will be addressed once the new belt press building is in place and the difference in elevation can be measured.
2. The Contractor indicated that there is some confusion with respect to the electrical service to the blower building. The Contractor on the other contract did not extend the duct bank to the blower building. He stopped it near the sludge pumps that will be installed as part of this contract. BBI

will confirm that a pull box will be installed at the end of the duct bank by the EEC2.

3. A second issue related to the duct bank is there is insufficient conduit capacity to accommodate the required wire. There are 2 possible solutions: a) reduce the number of heaters in the building or b) run all the fiber optics through one conduit. BBI will investigate the solutions.

d. Review of off-site fabrication and delivery schedule

1. The Contractor indicated that the belt press is rehabilitation process has begun and the manufacturer discovered worn wear bars. Roger Whitney recommended that BBI contact Ron Clyburn to determine if it would be more cost effective to purchase the wear bars through a contract that he is managing.
2. The Contractors indicated that the belt press is currently in the process of being rebuilt. Roger Whitney with the City of Houston stated that Ron Clyburn should be involved with the reconditioning of the belt presses.
3. David Ross with Binkley & Barfield, Inc. will coordinate with Dannenbaum Engineering, Corporation about installing the duct bank and conduit from the Lift Station to the new belt press building.

e. Maintenance of progress schedule

The schedule received September 17, 2003 indicated a completion date of January 07, 2004, which is the contract completion date. There was a discussion about completion date indicated on the schedule.

f. Planned construction progress during the succeeding work period.

1. At Beltway:

- All scheduled work is complete at the Beltway WWTP except coating the newly installed valves. The Contractor shall match the existing coating color.
- The Contractor has received the saddles and high temperature gaskets. The air piping will modifications will be completed.
- There are approximately three joints across the road from the aeration basins that are leaking and need to be repaired. The Contractor indicated that he would investigate the leaks.

2. At Chocolate Bayou:

- Set the Belt Press in the building.
- Complete the frame of the Belt Press Building.

- Set the Belt Press Feed Pumps on the slab outside the building by the basin.

3. At Greenridge:

- Install the Belt Press Feed Pumps on the pump pad.

4. At Intercontinental Airport:

- All work associated with this contract at this site has been completed.

5. At Northgate:

- None.

h. Coordination of projected progress.

COH requested 48 hours notice before any other work that will effect the operation of the Northgate WWTP.

i. Effect of proposed changes on progress schedule and coordination.

N/A

3. FIELD OBSERVATIONS, PROBLEMS AND DECISIONS

None

4. REVIEW OF SUBMITTALS SCHEDULE AND STATUS OF SUBMITTALS

- Submittal Register Tracking Log was reviewed.
- Submittal No. 6, 14A, 19B, 28A and 37, are currently being reviewed.

5. REVIEW OF RFI AND RFP STATUS

- There are no outstanding RFI's to date
- There are no outstanding RFP's to date.
- Potential RFI related to floor drain at Northgate.
- Potential RFI related to the Building Permit,
-

6. CHANGE ORDER STATUS

There have been no Change Orders to date on this project.

7. MAINTENANCE OF QUALITY AND WORK STANDARDS

a. Restoration

- None.

b. House Keeping

- None.

c. Testing results and testing contract status

- There are no current issues related to the material testing related with this project. Lab has received mix design.

d. Complaint status

No official complaints associated with this project have been received to date.

8. SAFETY

There have been no lost time accidents in the proceeding month.

There have been no lost time accidents to date on this project.

The contractor indicated that they have safety meetings on Thursday of each week.

9. M/W/DBE UTILIZATION

ITX's latest M/W/BE utilization report indicates a utilization of 5.38 percent. Scott Christian indicated that ITX is on track to meet their M/W/DBE utilization goal of 17 percent.

10. DRUG POLICY COMPLIANCE

Industrial TX Corp., Inc.'s updated Drug Policy Compliance Declaration (COH form 00655) is current. An update is required on or before July 31, 2004.

11. RECORD DRAWINGS

The contractor did not bring the record drawings to the meeting.

12. OTHER ITEMS RELATING TO WORK

There was a discussion related to separate substantial completion inspections for each plant.

13. NEXT MONTHLY MEETING

Tentatively scheduled for Wednesday, September 17, 2003 at 2:00 p.m.

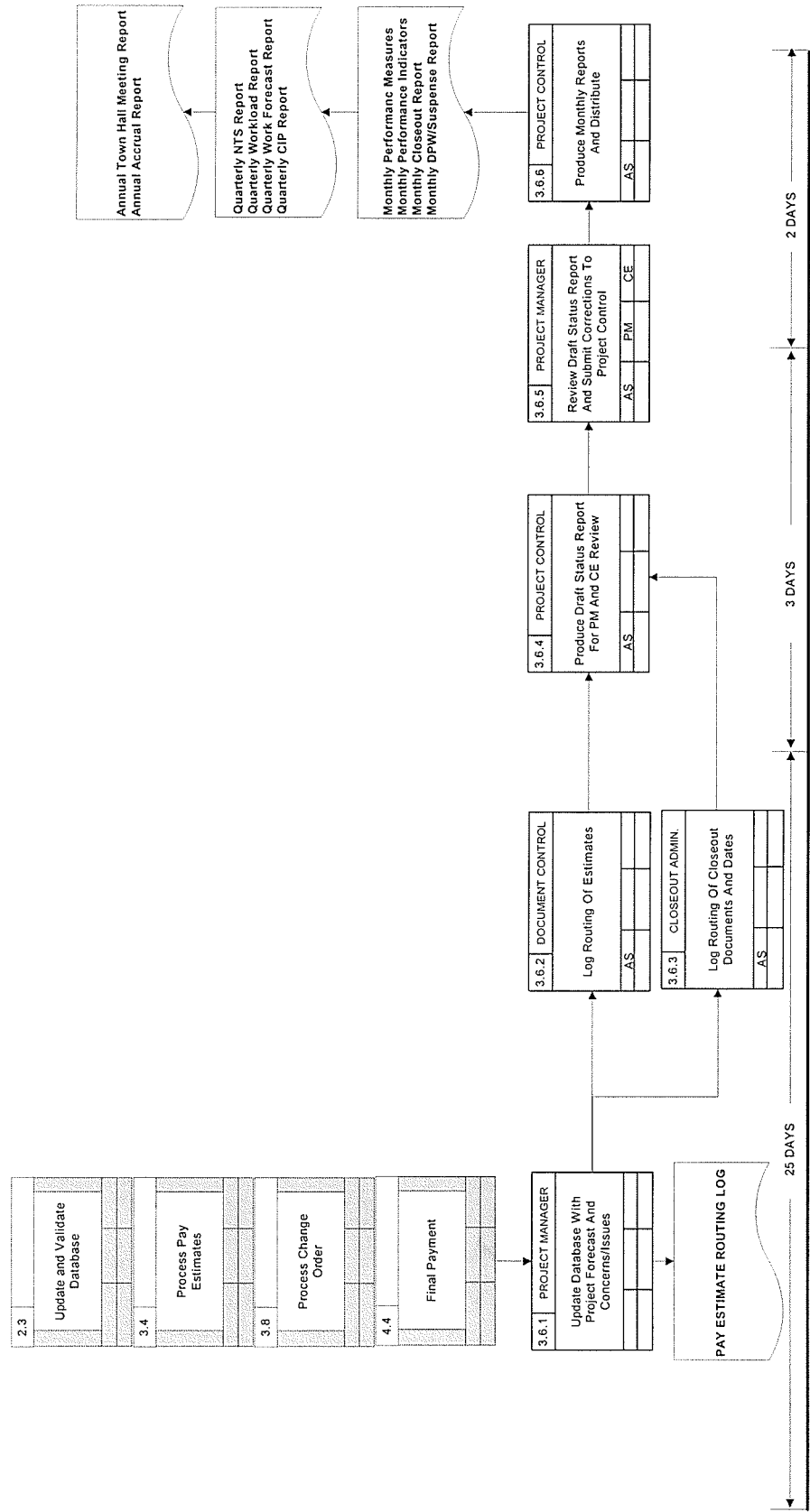
The remaining meetings are tentatively scheduled for the third Wednesday of the month.

PROCESS STANDARD

STANDARD
3.5 – CONDUCT PROGRESS MEETING

1. The Design Engineer should take, produce and distribute the meeting minutes if required by their Contract. If this provision is not in the design Contract, the Project Manager should take, produce and distribute the meeting minutes.
2. The COH Project Manager should make every effort to attend progress meetings conducted by the Construction Manager.
3. The Construction Materials Testing Laboratory is required by their Contract to have a representative attend the progress meetings.

PROCESS 3.6 - REPORT PROJECT STATUS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Predefined Process or Subprocess

SubProcess Or Task

Code	Process Owner (s)
1	PM
2	CE
3	SE
4	PI
5	DC
6	AA
7	CA

(CONTRIBUTOR) Likely to Participate in a process

Other Contributor

Activity Conducted By A Contributor Outside The Construction Branch

CONTRIBUTORS

AD = ASSISTANT DIRECTOR
AS = ADMIN SUPERVISOR
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
AA = ADMINISTRATIVE ASSISTANT
CA = CLOSEOUT ADMINISTRATOR

CE = CHIEF ENGINEER
SE = SENIOR ENGINEER
PM = PROJECT MANAGER
PC = PROJECT CONTROLS
ES = ESTIMATOR
IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database

Drawing Page: 1 of 1

PROCESS EXAMPLES

City of Houston
Department of Public Works and Engineering
Construction Branch - Estimate Log

Project: _____

Contractor: _____

Estimate No. _____ Days Used _____ Approved Additional Days _____

Amount to Date: \$ _____ Previous. Pmt. \$ _____ Amt. Due \$ _____

Rev/Cons. Schedule: _____ Affidavit: _____ Utilization Report _____

Event of Estimate	Date	Time	Monthly Project Forecast (Project Managers Only)
Estimator sends posting sheet and daily reports to Supervisor for checking			1. Original Contract Amount Amount: \$ _____
Posting sheet & daily reports returned to Estimator for correction			2. Approved Change Orders Amount: \$ _____
Corrected file/posting sheet returned to Supervisor			3. Forecasted potential Change Orders. Amount: \$ _____
Estimate delivered to Supervisor for signatures			4. Forecasted Bid Item under/overrun. Amount: \$ _____
Est. delivered to Program Project Manager (if necessary)			5. Total Forecasted amount. (Item 3+ 4) Amount: \$ _____
Est. delivered to Project Manager			6. Projected Closeout Amount. (Item 1 + 2+ 5) Amount: \$ _____
Est. delivered to Chief Engineer			7. Planned Substantial Compl. Date: _____
Project Issues/Concerns (Project Managers Only)			8. Forecasted Substantial Compl. Date: _____
			PM Initial: _____
Comments: _____ Cutoff Date: _____ Date Last Report Received: _____ Current Insurance Expiration Date: _____			

MONTHLY ESTIMATE LOG

NO.	PROJECT NO.	PROJECT MANAGER	ESTIMATE NO.	INSURANCE EXP.	CUT-OFF DATE	DATE PREPARED	DATE CHECKED	DATE SUBMITTED BY PM	DATE APPROVED BY C.E.	DATE APPROVED BY A.D.	DATE TO ACCOUNTING	STATUS	COMMENTS	TOTAL AMOUNT DUE	FINAL ESTIMATE AMOUNT	PROCESSED DAYS
1	10666	JT	8	11/15/03	05/20/03	05/23/03	05/23/03	05/23/03	05/27/03	05/28/03	05/29/03	ACTIVE		\$90,747.33		9
2	9799	TH	8	03/08/04	05/15/03	05/20/03	05/20/03	05/22/03	05/27/03	05/28/03	05/29/03	ACTIVE		\$286,758.89		14
3	10626	LV	1	11/15/03	05/15/03	05/22/03	05/22/03	05/22/03	05/27/03	05/28/03	05/29/03	ACTIVE		\$131,688.21		14
4	10086-3	MS	1	01/15/04	05/20/03	05/22/03	05/27/03	05/27/03	05/28/03	05/29/03	05/30/03	ACTIVE		\$11,875.00		10
5	10630	LV	16&Final	10/11/03	02/06/03	03/11/03	03/11/03	03/11/03	03/11/03	03/11/03	06/02/03	FINAL			\$32,419.49	
6	10613	DO	9&Final	08/12/03	02/06/03	03/12/03	03/12/03	03/12/03	03/20/03	03/20/03	06/02/03	FINAL			\$9,987.75	
7	10521-18	RI	22&Final	08/25/01	05/25/01	03/18/03	03/18/03	03/20/03	05/29/03	05/30/03	06/03/03	FINAL	On Hold(Original Final Certificate Needed)		\$73,790.80	
8	10493	SE	21&Final	03/01/04	10/24/02	04/14/03	04/14/03	04/14/03	04/18/03	04/22/03	06/03/03	FINAL	On Hold(Original Final Certificate Needed)		\$24,562.41	
9	10521-20	RI	22&Final	08/25/01	04/25/01	03/18/03	03/18/03	03/18/03	05/29/03	05/30/03	06/03/03	FINAL	On Hold(Original Final Certificate Needed)		\$97,066.06	
10	10521-17	RI	20	04/25/03	05/30/03	05/30/03	05/30/03	05/30/03	05/30/03	06/02/03	06/03/03	SUB-COM		\$42,773.91		4
11	10479	SE	20	06/22/03	05/25/03	05/29/03	05/30/03	05/30/03	05/30/03	06/02/03	06/03/03	SUB-COM		\$4,637.71		9
12	10637	LV	14	05/24/03	05/23/03	05/23/03	05/23/03	05/23/03	05/27/03	06/02/03	06/03/03	SUB-COM		\$266,104.66		11
13	10596-25	TF	15	11/01/03	05/25/03	06/02/03	06/02/03	06/02/03	06/03/03	06/03/03	06/04/03	SUB-COM		\$42,290.33		10
14	10596-26	TF	12	08/25/03	05/25/03	06/02/03	06/02/03	06/02/03	06/03/03	06/03/03	06/04/03	ACTIVE		\$13,956.38		10
15	10596-27	TF	5	08/25/03	05/25/03	06/02/03	06/02/03	06/02/03	06/03/03	06/03/03	06/04/03	ACTIVE		\$21,451.95		10
16	10596-29	TF	4	01/14/04	05/25/03	06/02/03	06/02/03	06/02/03	06/03/03	06/03/03	06/04/03	ACTIVE		\$136,657.50		10
17	10596	RI	5	05/01/04	05/20/03	05/30/03	05/30/03	06/02/03	06/03/03	06/04/03	06/05/03	SUB-COM		\$92,792.08		16
18	10590	SE	4	06/30/03	05/31/03	06/03/03	06/03/03	06/03/03	06/04/03	06/04/03	06/05/03	ACTIVE		\$166,907.17		5
19	10689	JT	9	03/08/04	05/31/03	06/03/03	06/03/03	06/03/03	06/04/03	06/04/03	06/05/03	ACTIVE		\$55,959.75		5
20	10583	JC	6	04/28/04	05/28/03	05/29/03	05/29/03	05/29/03	06/02/03	06/04/03	06/05/03	ACTIVE		\$144,767.65		8
21	10671	JC	9	11/15/03	05/28/03	05/29/03	05/29/03	05/29/03	06/02/03	06/04/03	06/05/03	ACTIVE		\$168,094.71		8
22	10693	JC	4	08/15/03	05/28/03	05/29/03	05/29/03	05/29/03	06/02/03	06/04/03	06/05/03	ACTIVE		\$114,686.60		8
23	10605-A	JF	3	08/15/03	05/28/03	05/29/03	05/29/03	05/29/03	06/02/03	06/04/03	06/05/03	ACTIVE		\$167,317.40		8
24	10502	TC	9	10/01/03	05/25/03	06/02/03	06/02/03	06/03/03	06/05/03	06/05/03	06/06/03	ACTIVE		\$706,889.94		12
25	10677	TH	2	03/08/04	05/31/03	06/05/03	06/06/03	06/06/03	06/06/03	06/06/03	06/09/03	ACTIVE		\$113,636.32		9
26	10642	LV	11	03/01/04	05/31/03	06/05/03	06/05/03	06/06/03	06/06/03	06/06/03	06/09/03	ACTIVE		\$832,615.01		9
27	10559	DO	24&Final	03/01/04	03/06/03	04/15/03	04/21/03	04/21/03	04/25/03	04/28/03	06/09/03	FINAL		\$197,493.07		
28	10586	JT	6	02/28/04	05/31/03	06/04/03	06/04/03	06/04/03	06/06/03	06/09/03	06/10/03	ACTIVE		\$429,473.84		10
29	10660-02	TH	10	02/28/04	05/31/03	06/05/03	06/06/03	06/06/03	06/09/03	06/09/03	06/10/03	ACTIVE		\$24,046.30		10
30	10645	LV	6	03/01/04	05/31/03	06/06/03	06/06/03	06/09/03	06/09/03	06/09/03	06/10/03	ACTIVE		\$1,164,790.25		10
31	10638	LV	13	03/01/04	05/31/03	06/05/03	06/05/03	06/06/03	06/09/03	06/10/03	06/10/03	ACTIVE		\$434,233.77		10
32	10536-4	RI	12	10/01/03	05/22/03	05/28/03	05/28/03	05/28/03	06/06/03	06/09/03	06/10/03	SUB-COM		\$225,434.35		19
33	10575	DO	8	08/31/03	05/31/03	06/04/03	06/04/03	06/05/03	06/06/03	06/09/03	06/10/03	ACTIVE		\$509,909.35		10
34	10576	DO	7	05/25/04	05/31/03	06/04/03	06/04/03	06/05/03	06/06/03	06/09/03	06/10/03	SUB-COM		\$72,945.57		10
35	10562-2	TF	14	11/01/03	05/31/03	06/04/03	06/04/03	06/05/03	06/09/03	06/09/03	06/10/03	ACTIVE		\$373,096.25		10
36	10594-1	TF	20	10/01/03	05/31/03	06/05/03	06/05/03	06/06/03	06/09/03	06/09/03	06/10/03	ACTIVE		\$67,128.80		11
37	10591	JEFF	1	03/08/04	05/31/03	06/04/03	06/04/03	06/04/03	06/05/03	06/06/03	06/11/03	ACTIVE		\$61,739.84		11
38	10592	JC	9	06/30/03	05/31/03	06/04/03	06/04/03	06/05/03	06/10/03	06/10/03	06/11/03	ACTIVE		\$32,418.75		11
39	10579	JC	14	03/10/04	05/31/03	06/04/03	06/04/03	06/05/03	06/10/03	06/10/03	06/11/03	ACTIVE		\$720,628.59		19
40	10594-4	TF	10	10/01/03	05/25/03	06/10/03	06/10/03	06/12/03	06/12/03	06/12/03	06/13/03	ACTIVE		\$254,359.06		19
41	10594-5	TF	9	09/30/03	05/25/03	06/09/03	06/09/03	06/12/03	06/12/03	06/12/03	06/13/03	ACTIVE		\$132,152.81		13
42	10700	SE	2	03/01/04	05/31/03	06/11/03	06/11/03	06/11/03	06/12/03	06/13/03	06/16/03	SUB-COM		\$72,354.22		6
43	10658	DO	12	11/01/03	06/10/03	06/10/03	06/10/03	06/10/03	06/12/03	06/13/03	06/16/03	ACTIVE		\$262,525.66		17
44	10593	TH	8	09/30/03	05/30/03	06/13/03	06/13/03	06/13/03	06/13/03	06/13/03	06/16/03	ACTIVE		\$179,462.24		6
45	10536-6	RC	1	05/01/04	06/10/03	06/13/03	06/13/03	06/13/03	06/13/03	06/13/03	06/16/03	ACTIVE		\$290,169.90		16
46	10644	LV	8	10/11/03	05/31/03	06/06/03	06/06/03	06/09/03	06/12/03	06/13/03	06/16/03	ACTIVE		\$787,127.05		16
47	10643	LV	13	03/04/04	05/31/03	06/06/03	06/06/03	06/10/03	06/12/03	06/13/03	06/16/03	ACTIVE		\$1,185,300.19		9
48	10636	LV	8	03/04/04	05/31/03	06/06/03	06/06/03	06/09/03	06/12/03	06/13/03	06/16/03	ACTIVE		\$889,574.44		233
49	10625	LV	3	11/01/04	06/15/03	06/20/03	06/22/03	06/23/03	06/23/03	06/23/03	06/25/03	SUB-COM		\$501,792.28		10
50	10597-23	RI	16	08/25/03	11/04/02	06/16/03	06/16/03	06/23/03	06/23/03	06/24/03	06/26/03	FINAL		\$19,426.47		
51	10626	LV	2	11/15/03	06/15/03	06/19/03	06/19/03	06/20/03	06/23/03	06/24/03	06/26/03	FINAL		\$20,721.05		
52	10598	SE	14&Final	03/08/04	05/29/03	06/02/03	06/02/03	06/02/03	06/02/03	06/04/03	06/04/03	FINAL		\$19,426.47		
53	10544	SE	17&Final	07/01/03	12/11/02	04/01/03	04/01/03	04/01/03	04/07/03	04/25/03	06/26/03	FINAL		\$20,721.05		
54	10565	RI	27	01/01/04	05/31/03	06/04/03	06/04/03	06/24/03	06/24/03	06/26/03	06/27/03	SUB-COM		\$253,026.19		27

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
CONSTRUCTION BRANCH - WATER

PROPOSAL TO CHANGE ORDER TRACKING - *MONTH* (YEAR)																									
NO.	FILE NO.	CHANGE ORDER #	PROJECT MANAGER	CONTRACTOR APPROVAL (PROPOSAL)	CM APPROVAL (PROPOSAL)	DAYS CONT RACT OR TO CM	CHIEF APPROVAL (PROPOSAL)	DAYS CM TO CHIEF	AD APPROVAL (PROPOSAL)	DAYS CHIEF TO AD	AD APPROVAL (CO)	DAYS CHIEF TO DD	DD APPROVAL (CO)	DAYS AD TO DD	SUBMITTED TO CITY ENG. (CO)	CITY ENG. APPROVAL (CO)	DIRECTOR APPROVAL (CO)	TOTAL DAYS FROM TOR TO CITY ENG. (CO)	TOTAL DAYS FROM CONTRAC TOR TO DIRECTOR (CO)						
1	10597-23	2	INGRAM								5/8/2003	5/12/2003	4	5/19/2003	7	5/20/2003	1	5/21/2003	1	5/22/2003	5/27/2003	19	19	5/29/2003	
2	10658	4	ELLEFSON								5/30/2003	5/30/2003	0	5/30/2003	0	6/2/2003	3	6/3/2003	1	6/4/2003	6/4/2003	5	9	6/10/2003	
3	10594-5	1	FUNG								5/6/2003	5/6/2003	0	5/7/2003	1	5/8/2003	1	5/9/2003	1	6/3/2003	6/8/2003	28	33	6/10/2003	
4	10644	3	VARSHNEY								5/7/2003	5/19/2003	12	5/19/2003	0	6/16/2003	28	6/16/2003	0	6/17/2003	6/18/2003	6/20/2003	42	44	6/24/2003

WATER CONSTRUCTION SECTION MONTHLY RCA LOG

Project No.	CUIC No	Project Manager	Substantial Completion Date	Final Completion Date	No. of Days from Substantial to Final Completion	Final Certificate Sign by City Engineer	RCA Signed by Chief Engineer	RCA Signed by A.D.	RCA Signed by Jeff Taylor	RCA Signed by D.D.	RCA To The Agenda Director	No. of Days from City Eng signature on final Cert. to RCA sent to Marty Stein	Amount	No. of Days from Substantial to Marty	Processed Days
10689	20SE006	Scott Ellefson	1/17/03	5/23/03	126	5/27/03	5/28/03	5/28/03	5/29/03	6/2/03	6/11/03	15	\$4,346,477.07	145	14
10598	20SE007	Scott Ellefson	2/4/03	5/28/03	113	5/29/03	6/3/03	6/4/03	6/9/03	6/1/03	6/12/03	14	\$1,942,647.15	128	9

47.80

14.50

DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION

MONTHLY CONSTRUCTION PROJECT STATUS REPORT

SOUTH CONSTRUCTION PROJECTS

(FOR THE PERIOD ENDING AUGUST 2003)

DESCRIPTION	NO. OF PROJECTS	NO. OF PROJECTS ACCEPTED BY COUNCIL (CLOSED)	NO. OF NEW PROJECTS	NO. OF SUBSTANTIALLY COMPLETED PROJECTS	NO. OF FINAL COMPLETED PROJECTS W/O RCA	NO. OF RCA'S IN PROGRESS
PROJECTS MANAGED BY CITY	61	9	0	40	8	3
PROJECTS MANAGED BY CONSULTANTS	30	2	0	10	2	0
TOTALS	91	11	0	50	10	3

PROJECTS ACCEPTED BY COUNCIL (GFS NO.)

M-0231-02-3
 M-1001-01-3
 N-0610A-G2-3
 N-0610A-G7-3
 N-0610A-S7-3
 N-0610A-S9-3
 N-0669-01-3
 N-1037-25-3
 N-1037-27-3
 N-1037-31-3
 S-0600-25-3

CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS ENGINEERING
ENGINEERING, CONSTRUCTION AND REAL ESTATE DIVISION
CONSTRUCTION BRANCH
CONSTRUCTION PROJECT STATUS REPORT

JUNE 2003

DESCRIPTION	NO. OF PROJECTS	NO. OF ACTIVE PROJECTS	NO. OF SUBSTANTIALLY COMPLETED PROJECTS	TOTAL CONTRACT AMOUNT
PROJECTS MANAGED BY CITY				
STREET & BRIDGE PROJECTS	63	19	44	\$128,068,719.52
WASTE WATER PROJECTS	26	19	7	\$60,258,911.56
WATER PROJECTS	30	14	16	\$64,211,805.26
CITY MANAGED PROJECTS SUBTOTAL	119	52	67	\$252,539,436.34
PROJECTS MANAGED BY CONSULTANTS				
STREET & BRIDGE PROJECTS	25	16	9	\$141,415,884.77
WASTE WATER PROJECTS	23	17	6	\$53,647,807.15
WATER PROJECTS	50	30	20	\$225,685,325.66
CONSULTANT MANAGED PROJECTS SUBTOTAL	98	63	35	\$420,749,017.58
TOTAL	217	115	102	\$673,288,453.92

CONSTRUCTION BRANCH
FY2000 BUDGET
SEPTEMBER 2003

Counter	Funding CIP	Status Behind Schedule / Over Budget	Chief Engineer / Project Manager	Phase Type	Project	Original Forecast / Current Forecast or Actual Amount	Contractor	Work Order (NTP) Date	Original Forecast / Current Forecast or Actual Substantial Completion Date	Original Forecast / Current Forecast or Actual Council Approval Date	Original Forecast / Current Forecast or Actual Final Payment Date	Road Block
1	M-0126-13-3	NO	LINCOLN	CONSTRUCTION	IRA STREET STORM SEWER OUTFALL	\$593,840.00	JIMERSON UNDERGROUND, INC.	30-Jul-01	26-Jan-02	25-Feb-02	26-Apr-02	Referred back to admission
		NO	CHUKWU			\$613,436.72			26-Jan-02	8-Mar-02	7-May-02	
2	M-0126-48-3	YES	SMITHA	CONSTRUCTION	NPDES - STORM WATER POLLUTION MINIMIZATION	\$669,851.00	BONTERRE CONSTRUCTION CO.	03-Sep-02	22-Nov-02	22-Dec-02	20-Feb-03	Suspended for pending permit issues.
		NO	CHUKWU			\$756,813.86			1-Dec-03	31-Dec-03	29-Feb-04	
3	M-0126-49-3	YES	SMITHA	CONSTRUCTION	NATIONAL POLLUTION DISCHARGE ELIMINATION	\$789,866.00	REYTEC CONSTRUCTION RESOURCES	17-Jun-02	5-Sep-02	5-Oct-02	4-Dec-02	a CO #1 will over 5%
		NO	FUNG			\$828,648.42			30-Oct-03	29-Nov-03	28-Jan-04	
4	M-0126-50-3	YES	SMITHA	CONSTRUCTION	NPDES - STORM WATER POLLUTION MINIMIZATION	\$713,634.00	REYTEC CONSTRUCTION RESOURCES	09-Sep-02	28-Nov-02	28-Dec-02	26-Feb-03	Suspended for pending permit issues.
		NO	CHUKWU			\$732,390.15			19-Mar-05	18-Apr-05	17-Jun-05	
5	M-0126-52-3	YES	LINCOLN	CONSTRUCTION	ON-CALL DRAINAGE SYSTEM CONSTRUCTION CONTRACT	\$1,407,350.00	TOTAL CONTRACTING LTD.	02-Aug-02	2-Aug-03	1-Sep-03	31-Oct-03	
		NO	CHUKWU			\$1,407,350.00			1-Dec-03	31-Dec-03	29-Feb-04	
6	M-0186-01-3	NO	LINCOLN	CONSTRUCTION	CENTRAL PARK SUBDIVISION STORM SEWER IMPROVEMENTS	\$4,590,426.40	TEXAS STERLING CONSTRUCTION, L.P.	12-Nov-01	17-Dec-02	16-Jan-03	17-Mar-03	One more change order prior to close-out.
		NO	FUNG			\$4,788,839.03			29-Apr-03	29-May-03	28-Jul-03	
7	M-0189-01-3	NO	LINCOLN	CONSTRUCTION	DUNVALE-LIPAN RELIEF STORM SEWER FROM WEST PARK TO BUFFALO BAYOU	\$4,321,918.57	COLT UTILITIES	01-Oct-01	3-Dec-02	2-Jan-03	16-Feb-03	
		NO	OSUNDARE			\$4,453,219.06			8-Jan-03	7-Feb-03	8-Apr-03	
8	M-0207-01-3	NO	LINCOLN	CONSTRUCTION	FENNEL STREET STORM SEWER SYSTEM	\$2,150,322.50	AJS CONSTRUCTION	28-Jan-99	25-Oct-99	24-Nov-99	23-Jan-00	With Legal. Combined with other AJS Construction Group projects for resolution.
		NO	MARTINEZ			\$1,818,311.41			11-Nov-99	11-Dec-99	9-Feb-00	
9	M-0221-01-3	NO	LINCOLN	CONSTRUCTION	CONRAD SAUER DRAINAGE AND PAVING IMPROVEMENTS FROM OLD KATY TO LONG	\$3,943,402.02	TOTAL CONTRACTING LTD.	24-Sep-01	29-Oct-02	28-Nov-02	27-Jan-03	
		NO	OSUNDARE			\$3,835,577.48			25-May-03	24-Jun-03	23-Aug-03	
10	M-0230-01-3	NO	LINCOLN	CONSTRUCTION	KIRBY STORM SEWER RELIEF PROJECT	\$8,293,397.25	TEXAS STERLING CONSTRUCTION, L.P.	10-Feb-03	24-Jun-04	24-Jul-04	22-Sep-04	
		NO	CHUNAWALA			\$8,245,496.38			27-Jun-04	27-Jul-04	25-Sep-04	
11	M-0231-02-3	NO	LINCOLN	CONSTRUCTION	LAKEVIEW EXTENSION RELIEF STORM SEWER	\$345,678.00	JRL CONSTRUCTION	08-Jan-01	8-Apr-01	8-May-01	7-Jul-01	Issues in legal department. Final Payment on hold.
		NO	OSUNDARE			\$345,000.00			28-Feb-01	28-Feb-02	15-Aug-02	
12	M-0242-08-3	YES	LINCOLN	CONSTRUCTION	STORM SEWER IMPROVEMENTS ALONG WARD STREET	\$225,858.50	DCE CONSTRUCTION	21-Jul-03	19-Sep-03	19-Oct-03	18-Dec-03	Encountering conflicts with unknown waterlines. 18% behind
		NO	SMITH			\$257,109.00			18-Oct-03	17-Nov-03	16-Jan-04	
13	M-0244-01-3	NO	LINCOLN	CONSTRUCTION	AUSTIN STREET PAVING & DRAINAGE IMPROVEMENTS	\$7,319,250.50	BRH-GARVER, INC.	16-Oct-00	14-Jan-02	13-Feb-02	14-Apr-02	
		NO	CHUNAWALA			\$7,126,277.94			26-Jul-02	25-Aug-02	24-Oct-02	
14	M-0244-03-3	NO	LINCOLN	CONSTRUCTION	AUSTIN STREET PAVING & DRAINAGE IMPROVEMENTS, CONTRACT 3	\$10,061,889.00	GARVER CONSTRUCTION	26-Nov-01	26-Nov-03	26-Dec-03	24-Feb-04	
		NO	CHUNAWALA			\$10,337,660.01			25-Nov-03	25-Dec-03	23-Feb-04	
15	M-0245-01-3	NO	LINCOLN	CONSTRUCTION	DRAINAGE IMPROVEMENT IN ASHFORD FOREST, NOTTINGHAM FOREST	\$8,300,168.76	JFT CONSTRUCTION, INC.	26-Sep-02	25-Sep-04	25-Oct-04	24-Dec-04	
		NO	CHUNAWALA			\$8,349,758.72			31-Oct-04	30-Nov-04	29-Jan-05	

DEPARTMENT OF PUBLIC WORKS AND ENGINEERING

ENGINEERING CONSTRUCTION REAL ESTATE DIVISION

CONSTRUCTION BRANCH

FY03 MONTHLY PERFORMANCE MEASURES

DESCRIPTION	CUMULATIVE TOTALS	JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER		
		WATER	WASTEWATER	STREET & BRIDGE	WATER	WASTEWATER	STREET & BRIDGE	WATER	WASTEWATER	STREET & BRIDGE	WATER	WASTEWATER	STREET & BRIDGE	WATER	WASTEWATER	STREET & BRIDGE	WATER	WASTEWATER	STREET & BRIDGE
Total Pay Estimates processed		49	45	53	46	34	36	53	29	55	50	25	57	44	24	46	54	14	66
Construction Pay Estimates processed within 15 calendar days of cutoff date		38	45	42	34	34	28	38	26	33	31	25	23	22	22	28	33	12	31
Average No. of Days to Process All Pay Estimates	14	14	5	12	16	5	12	14	9	18	15	4	24	19	4	19	15	5	19
% of Pay Estimates Processed within 15 Calendar days	78%	78%	100%	79%	74%	100%	78%	72%	90%	60%	62%	100%	40%	50%	90%	61%	61%	86%	47%
Total Change Orders of first submittal to City Engineer		8	2	7	11	6	8	14	1	11	11	2	9	6	4	11	4	3	5
Total number of Change Orders submitted to City Engineer within 25 Days from Contractor's Signature		6	2	3	11	4	5	11	1	7	10	2	5	6	4	7	4	3	5
Total Change Orders Initiated by the Director		5	2	6	14	1	7	11	1	13	13	2	4	7	4	15	4	3	6
Total Change Orders Initiated by Director within 30 Days from Contractors Signature		5	2	4	14	1	4	8	0	9	12	2	2	7	4	7	4	3	6
Average No. of Days to Submit 100% of Change Orders to City Engineer from Contractors Signature		17	22	32	18	14	37	20	1	35	12	10	24	17	18	27	15	15	9
Average No. of Days to Approval of 100% of Change Orders Initiated by Director from Contractors Signature	22	17	25	34	18	1	43	29	0	37	16	12	24	19	20	36	17	17	15
% of Change Orders submitted to City Engineer within 25 Days	75%	75%	100%	43%	100%	67%	63%	79%	100%	64%	91%	100%	56%	100%	100%	64%	100%	100%	100%
% of Change Orders submitted to Director within 30 Days	100%	100%	8%	67%	100%	7%	57%	73%	0%	63%	92%	20%	50%	100%	22%	47%	100%	20%	100%
Total Accept Work Construction Packages Received by Agenda Director		4	4	11	2	3	6	3	1	5	2	3	4	3	1	0	4	3	6
Total Accept Work Packages Processed within 30 Days of Final Completion Certificate Approved by City Engineer to Agenda Director		3	4	1	2	2	1	3	1	0	1	3	1	0	1	0	3	2	0
Average No. of Days for Accept Work Packages to be submitted to the Agenda Director	39	29	21	104	12	10	45	7	16	114	33	28	50	43	39	0	20	28	163
Average No. of Days from Substantial Completion to the Date of Final Completion		141	399	385	146	390	257	95	480	114	119	86	288	147	107	0	205	458	319
% of RCA submitted to Agenda Dir. within 30 days of Final Compl.	75%	75%	100%	9%	100%	67%	17%	100%	100%	0%	50%	100%	25%	0%	100%	0%	75%	67%	0%
% of RCA submitted to Agenda Dir. within 90 days of Substantial Compl.		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

4/14/2003

NEIGHBORHOODS TO STANDARD TIER IX BOUNDARIES WATER CONSTRUCTION PROJECTS

Neighborhood	Project Number	Council District	Waterline Replacement: (Feet)	Work Completed by November 2002	Work Completed by March 2003	Work Completed From Dec 2002 To March 2003	Original Contract Amount	Project Start Date	Project End Date
Pine Village									
30" AND 36" WM ALONG W CAMPBELL ROAD	10648	A	9,802	\$3,374,013.83	\$3,386,218.92	\$14,205.09	\$3,563,827.90	7/23/2002	1/28/2003
30" ALONG OAK TREE, NEUVENS, & CAMPBELL	10647	A	8,601	\$2,146,647.47	\$2,175,605.05	\$28,957.58	\$2,437,773.25	11/19/2001	9/12/2002
Total			18,403	\$5,520,661.30	\$5,563,823.97	\$43,162.67	\$6,001,601.15		
Springwoods/Timber Creek									
54" WATER MAIN ALONG WESTVIEW FROM MORITZ TO CAMPBELL	10601	A	5,889	\$0.00	\$4,027,880.49	\$4,027,880.49	\$4,517,048.20	5/24/2001	6/26/2002
French Town									
WATER MAIN REPLACEMENT IN THE PAUL QUINN GARDENS AND NOBLE SUBDIVISION	10588	B	39,436	\$2,169,464.49	\$2,253,052.51	\$83,588.02	\$2,277,210.33	12/10/2001	11/6/2002
Total			45,125	\$2,169,464.49	\$6,280,933.00	\$83,588.02	\$2,277,210.33		
Willow Run/ North Plaza		B							
Braeswood		C							
Southwood Placed		C							
Chasewood/Briargate		D							
Cloverland/Sunnyside									
WATER MAIN REPLACEMENT IN CLOVERLAND SUBDIVISION	10587	D	13,644	\$603,108.30	\$603,548.30	\$440.00	\$649,885.25	2/4/2002	9/26/2002
WATERLINE REPLACEMENT IN SUNNYSIDE SUBDIVISION	10671	D	7,413	\$321,990.40	\$754,517.60	\$432,527.20	\$1,877,000.00	9/9/2002	Currently Active
Total			21,057	\$925,098.70	\$1,358,065.90	\$432,967.20	\$2,526,885.25		
Skyscraper Shadows		E							

CAPITAL IMPROVEMENT PLAN
CURRENT DESIGN AND CONSTRUCTION PROJECTS IN SUPER NEIGHBORHOODS 68, 71, 72, AND 76

SN	PROGRAM	GFS INFORMATION	PROJECT NAME	PHASE	PROJECT APPROPRIATION AMOUNT	DESIGN CONSULTANT	CONSTRUCTION CONTRACTOR	PROJECT START DATE	ANTICIPATED COMPLETION DATE	STATUS SUMMARY
71	STORM	M-0217-01-2 (SM5033)	Sunnyside Area Drainage Improvements (SWMP)	D	\$210,600.00	Weisser Engineering Company	TBD	4/26/2002	3/26/2004	Final Design in Progress, Construction Award 4/2005
68	STREET	N-0364-04-3	Neighborhood Street Reconstruction NSR 432B	C	\$2,556,590.90	Van De Wiele Engineering, Inc.	ACM Contractors, Inc.	6/1/2003	6/30/04	Pending Contract Award - On 5/7/03 agenda
68	STREET	N-0374-01-3 (SB9042)	Neighborhood Street Reconstruction, NSR 441. Twelve neighborhood streets.	C	\$4,333,296.80	PBS&J	PEDKO PAVING INC	9/23/2002	10/17/2003	Active: Project is 52% Complete
72	STREET	N-0374-02-3 (SB9054)	Neighborhood Street Reconstruction, NSR 441A	C	\$6,167,594.80	Nathylene Kennedy & Associates	Contractor Technology	10/28/2002	6/18/2004	Active: Project is 35% Complete
68	STREET	N-0380	Neighborhood Street Reconstruction NSR 448	D	\$650,000.00	TBD	TBD	FY2007		
76	STREET	N-0420S	Sims Bayou Hike and Bike Trail	C	\$500,000.00	TBD	TBD	FY2004		
68	STREET	N-0492	Neighborhood Street Reconstruction - NSR 457	D	\$900,000.00	TBD	TBD	FY2007		
76	STREET	N-0530	Fuqua Paving: South Freeway (SH 288) to Mykawa	D	\$800,000.00	TBD	TBD	FY2006		
76	STREET	N-0618-01-2	Scott Street Paving from South Acres to E. Orem	D	\$404,493.00	Bovay Engineers	TBD	4/15/2002	TBD	Preliminary Design in Progress - Construction Oct. 2004
71	STREET	N-1037-02-3	Cloverland/Blue Ridge Tier IX Overlays	C	\$3,100,000.00	Sunland Engineers	TBD			Advertising 5/6/03 - Anticipate 8/03 construction start - 365 days - CDBG funded
71	WATER	S-0035-85-3 (WA10671)	10671 Waterline Replacement in Sunnyside Subdivision	C	\$1,877,000.00	Cobb, Fendley & Associates	RWL Construction	9/9/2002	7/31/2003	Active: Project is 68% Complete
68	WATER	S-0035-AS-2 (WA10765)	Corder Area Waterline Replacement	D	\$481,000.00	Bovay Engineers, Inc.	TBD	TBD	TBD	Pending Contract Award - Construction in Oct. 2004
76	WATER	S-0035-KH-2 (WA10086-03)	Waterline Replacement in Kennedy Heights Subdivision	C	\$575,365.51	Lockwood, Andrews & Newman, Inc.	Reliance Construction	4/14/2003	8/2/2003	Pre-Mobilization

MAJOR THOROUGHFARES RECONSTRUCTED IN FY03

NO.	GFS NUMBER	STREET	FROM	TO	COMPLETION DATE
1	N-0489-01-3	WEST FUQUA	SOUTH BELT	CAMPDEN HILL	5-Nov-02
2	N-0718-01-3	W. 43RD	ELLA BLVD	OAK FOREST	16-Mar-03
3	N-0736-01-3	ALMEDA RD	ALABAMA	HERMAN	5-Feb-02
4	N-0542-01-3	FULTON RD	LYERLY	TIDWELL	21-Aug-02
5	N-0549-03-3	WESTVIEW	SHADOWDALE	GESSNER	5-Apr-03
6	N-0719-01-3	LYONS	WACO	SIMPSON	9-Mar-03
7	N-0687-01-3	WEST LITTLE YORK IMPROVEMENTS	WHEATLY	N. SHEPHERD	30-Jan-03
8	N-0740-01-3	NORTHCOURT ROAD	GUHN	ALAMO	19-Jul-02

NEIGHBORHOOD STREETS RECONSTRUCTED FY03

NO.	GFS NUMBER	NEIGHBORHOOD	COMPLETION DATE
1	N-0351-02-3	ROYAL OAKS SUBDIVISION	27-Sep-02
2	N-0364-02-3	PECAN PARK AND MAPLE WOOD SUBDIVISIONS	12-Nov-02
3	N-0369-02-3	AFTON OAKS, HIGHLAND VILLAGE, WESLAYAN, AND LYNN PARK SUBDIVISIONS	1-Oct-02
4	N-0373-01-3	WESTWOOD SUBDIVISION	22-Dec-02

NEIGHBORHOOD STREETS OVERLAYED IN FY03

NO.	GFS NUMBER	STREET	FROM	TO	COMPLETION DATE
1	N-1037-22-3	Arboles Dr. (ADDED)	Mullins Dr.	Atwell	July, 2002
2	N-1037-22-3	Atwell Dr. (ADDED)	Belrose Dr.	W Belfort	July, 2002

**DISTRICT G - T KELLER
CURRENT CONSTRUCTION PROJECTS**

NO.	GFS NUMBER	FILE NO	PROJECT TITLE	KEYMAP	CONTRACTOR	WORK ORDER DATE (NTP)	PLANNED COMPLETION DATE (+)	ORIGINAL CONTRACT AMOUNT	EXPENDED (%) TO DATE	% OF DAYS USED	SUBSTANTIAL COMPLETION DATE	REMARKS
1	M-0126-S3-3	M-0126-S3	Gessner/ Warrenton Relief Storm Sewer	490N	JFT Construction, Inc.	8-Jan-01	4-Oct-01	\$1,495,594.00	98%	99%	2-Oct-01	N/A
2	M-0231-02-3	M-0231-02	Lakeview Extension Relief Storm Sewer	490-K	JRL Const.	8-Jan-01	7-Apr-01	\$345,678.00	90%	58%	28-Feb-01	N/A
3	M-0231A-02-3	M-0231A-02	Hibury Relief Project	490-K	Intra Construction Corp.	30-Apr-01	15-Dec-01	\$564,705.50	98%	99%	13-Dec-01	N/A
4	M-0245-01-3	SM5014	Drainage Improvements in Ashford Forest, Nottingham Forest and Memorial Drive Acres	488H, M; 489E, J	JFT Construction, Inc.	26-Sep-02	24-Sep-04	\$8,300,168.76	3%	7%		N/A
5	M-1001-01-3	M-1001-01	Frostwood West Drainage Improvements	489 D, H; 490A, E	JFT Construction, Inc.	23-Jul-01	22-Jul-02	\$2,096,519.79	104%	97%	12-Jul-02	N/A
6	M-1001-02-3	M-1001-02-3	Frostwood East Drainage Improvements	489-D, H 490A-E	Contractor Technology	25-Feb-02	28-Aug-03	\$6,570,289.80	82%	53%		N/A
7	N-0368-02-3	SB9001	NSR No. 436A Briargrove Subdivision Phase II	491 N, S	Kinsel Industries	1-Oct-02	12-Apr-04	\$6,170,473.60	5%	10%		N/A
8	N-0369-01-3	N-0369-01	NSR No. 437: Afton Oaks	491V & Z; 492S & W	Contractor Technology	2-Aug-00	19-Dec-01	\$5,078,099.07	96%	94%	20-Nov-01	N/A
9	N-0369-02-3	SB9055	NSR No. 437A	491V, Z; 492S, W	Contractor Technology, Inc.	9-Sep-02	7-Sep-04	\$8,929,295.68	9%	11%		N/A
0	N-0565-02-3	56502	San Felipe Widening - Phase II	490R, 491N	Contractor Technology, Inc.	20-Aug-02	31-Jan-04	\$4,763,361.19	0%	0%		N/A
1	N-0565-03-3	N-0565-03	San Felipe Widening - Fountainview to Voss Rd.	491-N, P	JFT Construction, Inc.	4-Sep-01	6-Aug-03	\$6,759,256.60	74%	64%		N/A
2	N-0610A-02-3	N-0610A-02	SAFE SIDEWALK PROGRAM	489H & M; 490J; 493Q; 528Z; 529S, W & X; 530Q; 531T & V;	DOLSON SIERRA	18-Oct-99	19-Oct-01	\$416,683.00	98%	113%	25-Jan-02	N/A
3	N-0610A-C1-3	SB9049-1	Safe Sidewalk Program	488Q, 570D	JFT Construction	10-Jun-02	6-Dec-02	\$390,705.66	80%	91%	6-Dec-02	N/A
4	N-0610A-G2-3	SB9029-2	Safe Sidewalk Program	488J, K; 491Q, U; 492Y, Z; 529B, F	DCE Construction	27-Jul-01	7-Apr-02	\$373,295.52	103%	91%	14-Mar-02	N/A
5	N-0610A-G3-3	SB9029-3	SAFE SIDEWALK PROGRAM	488G, 489F, 49108U, 529B, F, T&U, 533 D&V	CURB PLANET	14-Jan-02	12-Jun-02	\$294,781.45	72%	100%	12-Jun-02	N/A

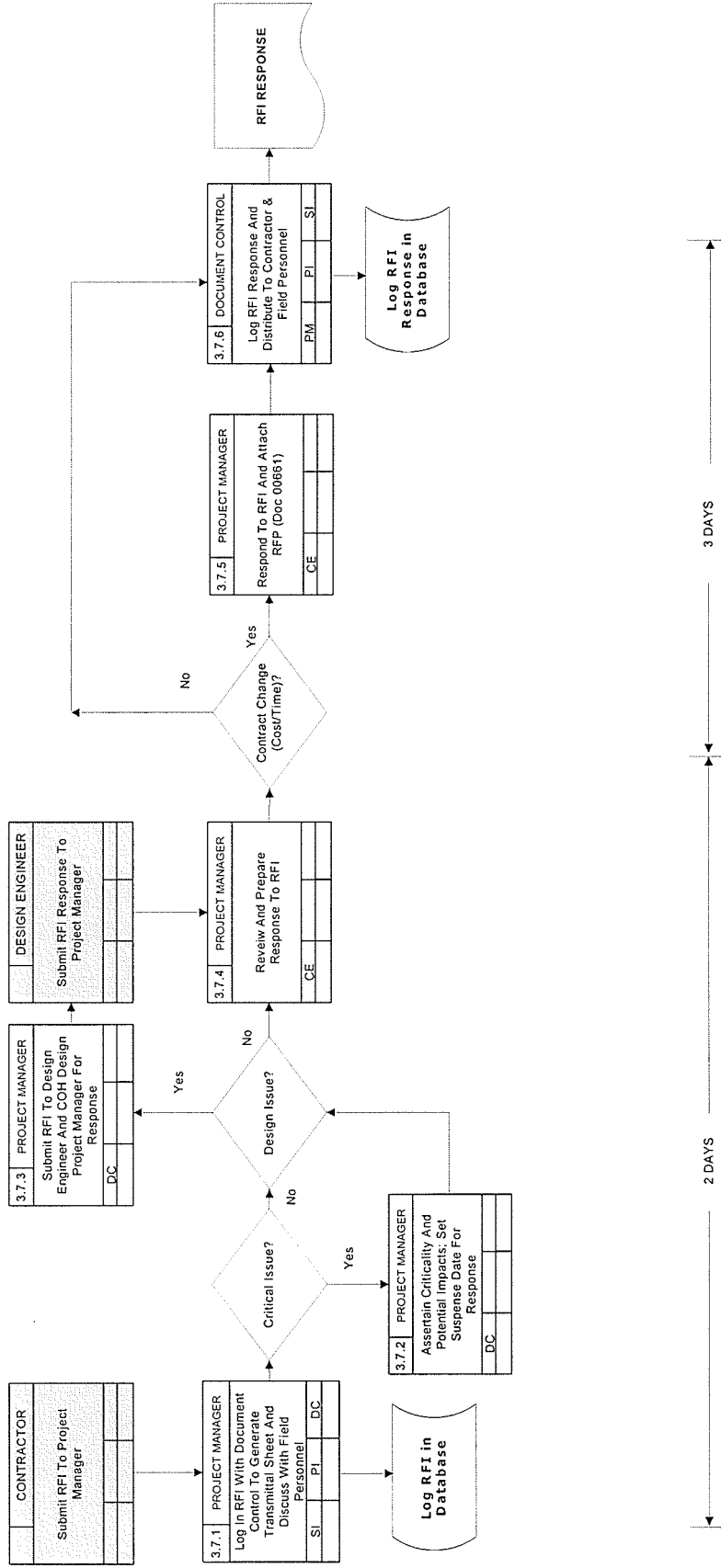
CC LIST FOR MONTHLY STATUS REPORT				
MOE MOTTA	2ND FLOOR		TONY CRISCI	15TH
JIM BOXLEY	5TH		YE MIN	15TH
CHRISTINA ANDERSON	5TH		HARISH JAJOO	15TH
DEB STEWART	5TH		PAUL NELSON	21ST
KHELI HERDON	5TH		JUN CHANG	21ST
AUBREY MKANDA	5TH		KEITH GOODWIN	21ST
AFRION CRAWFORD	5TH		TIFFANY PHAM	21ST
MOHAMMED ZUBAIR	14TH		GARY ORADAT	25TH
JACK SAKOLOSKY	14TH		PATSY PANEK	25TH
			VAN SPEIGHT	4200 LEELAND
DAN KRUEGER				
CHIEF ENGINEERS				
PROJECT MANAGERS				
SR. INSPECTORS				
ADMIN PERSONNEL				
FILE COPY				
NEW REPORT				
WEST JOHNSON	25TH		DAN KRUEGER	17TH
ROBERT FIELDERLEIN	25TH			
GARY ORADAT	25TH			
JON VANDEN BOSH	25TH			

PROCESS STANDARD

STANDARDS
PROCESS 3.6 – Report Project Status

1. A draft copy of the Status Report should be printed and circulated for review by project managers and Chief Engineers by the beginning of the last week of the month.
2. All monthly reports are due by the fifth of the month.

PROCESS 3.7 - RESPOND TO RFI'S



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Predefined Process or Subprocess
------	----------------------------------

Code	Process Owner (i)	SubProcess Or Task	AD	CE	PM	SI	PI
------	-------------------	--------------------	----	----	----	----	----

(CONTRIBUTOR) Likely to Participate in a process

Other Contributor	Activity Conducted By A Individual Or Organization Outside The Construction Branch
-------------------	--

CONTRIBUTORS	CE = CHIEF ENGINEER SE = SENIOR ENGINEER SI = SENIOR INSPECTOR PM = PROJECT MANAGER PI = PROJECT INSPECTOR DC = DESIGN ENGINEER CA = ADMINISTRATIVE ASSISTANT IA = INVOICE ADMINISTRATOR CL = CLOSEOUT LEADER
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Deliverable

Suggested Logical dependency between activities

Update Database

PROCESS EXAMPLES

Name of Project

August 21, 2003

[illegible]

CITY OF HOUSTON

Department of Public Works & Engineering

Form 00660 (09/30/97)

REQUEST FOR INFORMATION

1. GFS NO. (FILE NO.): _____
2. RFI NO: _____
3. PROJECT NAME: _____
4. CONTRACTOR: _____
5. CONTRACT NO: _____
6. SPECIFICATION NOs: _____
7. DRAWING NOs: _____
8. RESPONSE CODE: ☐ CRITICAL ☐ ROUTINE
9. DATE RESPONSE REQUIRED: _____
10. INFORMATION REQUIRED:

11. _____
CONTRACTOR [Signature] TITLE DATE

12. RESPONSE:

13. _____
CITY PROJECT MANAGER / PROJECT ENGINEER [Signature] DATE

14. **If the Contractor believes the response given in Item 12 requires an adjustment in Contract Price or Contract Time, the Contractor shall submit a timely proposal so as not to delay Contractor's Work in accordance with the General Conditions, Article 7 - Changes in the Work.**

INSTRUCTIONS

PURPOSE: A Request for Information (RFI) is used to request clarification regarding any portion of the Contract Documents. An RFI is the formal communication tool between Contractor and Construction Manager (CM). The response may result in a Request for Proposal, Work Change Directive, or Change Order. Most changes that affect the cost or schedule of a Contract originate from RFIs.

APPLICATION: The Contractor uses this form when initiating a request for information. Other participants in the Project may also use the RFI to obtain a clarification of the Contract Documents.

RESPONSE: Unless otherwise advised by the Construction Manager (CM), a routine response to an RFI will be provided within 30 days. If the matter is critical, potentially imposing immediate delay or work stoppage, a response in less than 30 days may be requested.

The following instructions correspond to the numbers provided on the form. Items 1 through 11 are normally prepared by the Contractor. The CM responds with Items 12 and 13.

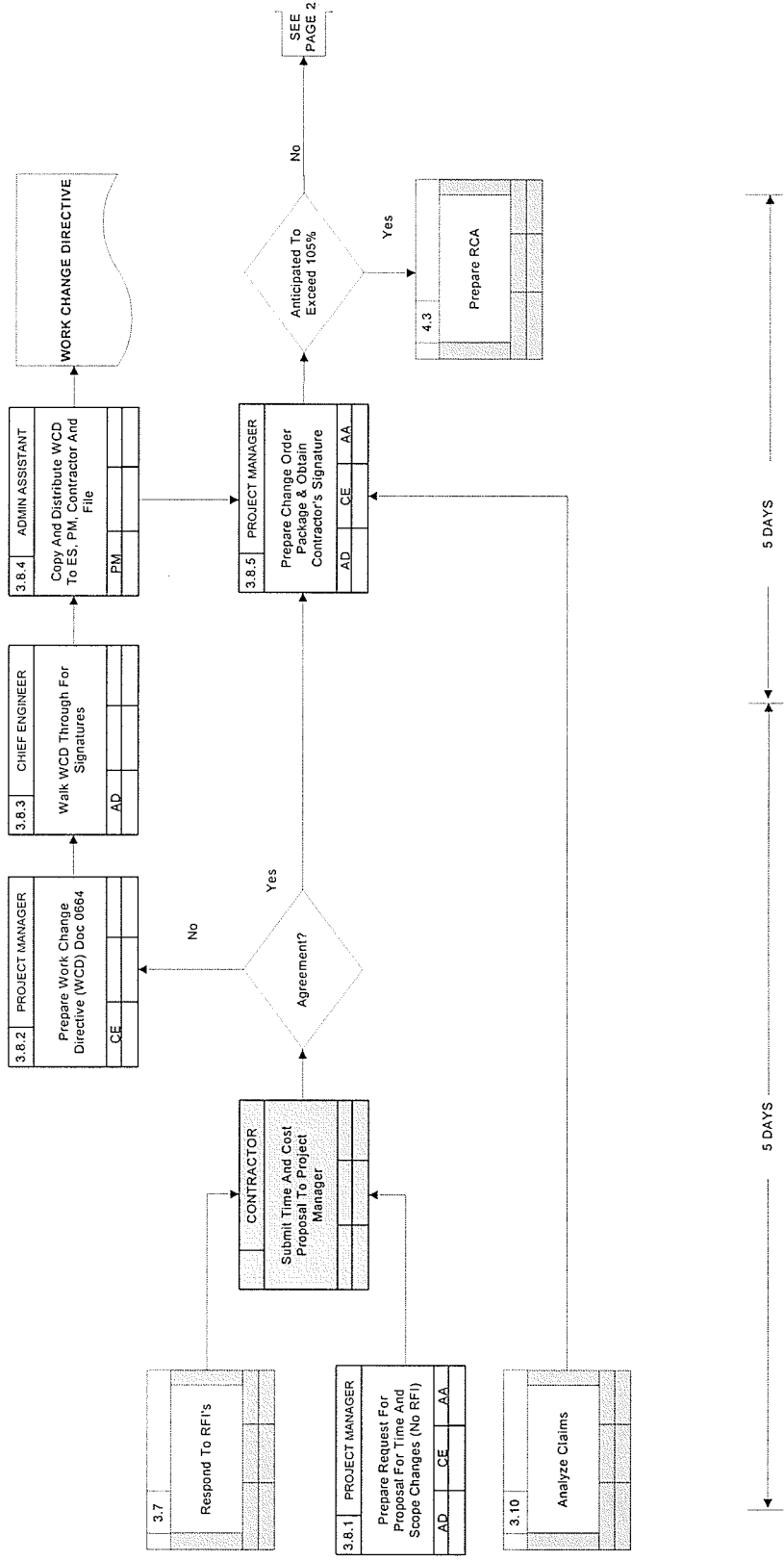
1. Insert the GFS number for the project with the file number in parentheses.
2. Insert a sequential RFI number as assigned by the CM.
3. Insert the project name as stated in the Contract Documents.
4. Insert the name of the Contractor performing the Work.
5. Insert the Contract number for the project as assigned by the Controller's office.
6. Insert the Specification number(s) for which the requested information is required.
7. Insert the Drawing number(s) for which the requested information is required.
8. Indicate in the box provided whether the information requested is critical or routine.
9. Insert the due date for response with the requested information.
10. Describe the required information sufficient for response without further clarification or communication.
11. Requestor signs, indicates title, and dates RFI.
12. The City Project Manager/Project Engineer responds to the information request with sufficient detail so that further clarification or communication is unnecessary. Attach detailed clarification or sketches, as required, including information prepared by the design consultant.
13. The City Project Manager/Project Engineer signs and dates the response.
14. This paragraph specifies a timely request for additional compensation or time extension.

PROCESS STANDARD

STANDARDS
PROCESS 3.7 – Respond to RFI's

1. Project Managers should prepare and submit RFI responses in 5 working Days.

PROCESS 3.8 - PREPARE CHANGE ORDER



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code

SubProcess	Process Owner (H)
AD	CE
PM	SI
DC	ES
CA	IA

(CONTRIBUTOR) Likely to Participate in a process

Other Contributor

AD	CE
PM	SI
DC	ES
CA	IA

Advised Contributor By Individual Or Organization Outside The Construction Branch

CONTRIBUTORS

AD	CE
PM	SI
DC	ES
CA	IA

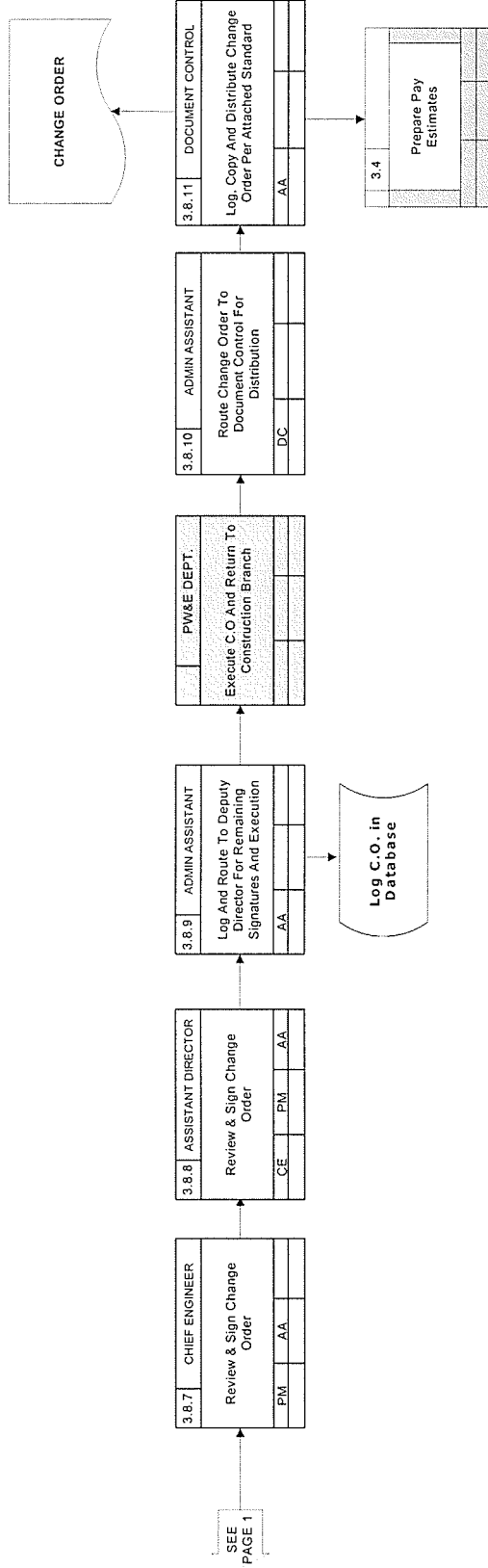
AD = ASSISTANT DIRECTOR
CE = CHIEF ENGINEER
PM = PROJECT MANAGER
SI = SENIOR INSPECTOR
DC = DOCUMENT CONTROL
ES = ESTIMATOR
CA = CLOSEOUT ADMINISTRATOR
IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database

PROCESS 3.8 - PREPARE CHANGE ORDER



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Symbol	Process Owner (S)
	SubProcess Or Task
	Deliverable
	Update Database

Contributors	CE = Chief Engineer
AD = Assistant Director	SE = Senior Engineer
AS = Assistant Supervisor	SI = Senior Inspector
PI = Project Inspector	PC = Project Controls
DC = Document Control	ES = Estimator
AA = Administrative Assistant	IA = Invoice Administrator
CA = Closeout Administrator	

Activity Conducted By A Contributor	Activity Conducted By A Contributor Outside The Construction Branch

PROCESS EXAMPLES

INSTRUCTIONS

PURPOSE: The Request for Proposal (RFP) is used to request a priced proposal for changes in the work to be performed by the Contractor. This form may also document changes requested by other City of Houston personnel or other agencies.

APPLICATION: This form initiates proposed changes in the scope of work, including but not limited to the following:

- Additions or reductions (including deletions) of existing bid item quantities
- Increases or decreases in construction contract time duration
- Change in the methods, material, etc. not covered by existing bid item quantities
- New work not covered by existing bid item quantities
- Schedule or cost consideration for conditions not indicated by the Contract Documents

RESPONSE: The Contractor responds to this request with a formal proposal for the work described. The proposal should include the following:

- Scope of the change
- List of items of work
- List of materials or equipment required for the change
- Detailed cost estimate conforming to the General Conditions Article 7.4 - Adjustment in Contract Price
- Recommended schedule of changes
- Completed or future work that will be affected by the changes

INSTRUCTIONS: This form is prepared by the City Project Manager/Project Engineer and is forwarded to the Contractor.

The following instructions correspond to the numbers provided on the form:

1. Insert the GFS number for the project with the file number in parentheses.
2. Insert a sequential RFP number as assigned by the Construction Manager.
3. Insert the project name as stated in the Contract Documents.
4. Insert the name of the Contractor performing the Work.
5. Insert the Contract number for the project as assigned by the Controller's office.
6. List the RFIs referenced in this RFP.
7. List work items to be priced by Contractor. Have an estimate of the proposed changes prepared and attached to the file copy of the RFP. *[When typing in this table, text will wrap within columns and table rows will increase to accommodate longer text.]*
8. Requestor signs and dates RFP.

CITY OF HOUSTON

Department of Public Works & Engineering

Form 00661 (09/30/97)

REQUEST FOR PROPOSAL

1. GFS NO. (FILE NO.): _____ 2. RFP NO: _____
3. PROJECT NAME: _____
4. CONTRACTOR: _____
5. CONTRACT NO: _____
6. REFERENCE RFIs: _____
7. Contractor is requested to furnish a price proposal for the work described below. Please complete, sign, and return the proposal at your earliest convenience. Contractor is **NOT** authorized to perform this work until receipt of a duly authorized Change Order or Work Change Directive.

ITEM NO.	DESCRIPTION

8. REQUESTED BY: _____

CITY PROJECT MANAGER / PROJECT ENGINEER [Signature]

DATE _____

Document 00666

CHANGE ORDER / C.O. No. _____

PROJECT: [Legal Project Name]
CONTRACT No.: _____ PROJECT No.: [GFS/CIP/AIP/File No.]

TO: [Contractor's Company Name]
Contractor and [Contractor's Address]
Address for Written Notice _____

1.01 DESCRIPTION OF CHANGES

	CONTRACT CHANGE	
	AMOUNT	TIME
ITEM 1 SCOPE: <u>[Description of first change order item]</u> JUSTIFICATION: <u>[Justification for adding or deleting work described in "Item 1 Scope"]</u>	\$0.00	0 Days
ITEM 2 SCOPE: JUSTIFICATION:	\$0.00	0 Days
ITEM 3 SCOPE: JUSTIFICATION:	\$0.00	6 Days
ITEM 4 SCOPE: JUSTIFICATION:		
ITEM 5 SCOPE: JUSTIFICATION:		
TOTALS:	\$0.00	6 Days

1.02 ACCEPTANCE BY CONTRACTOR

Contractor agrees to perform change(s) included in this Change Order for the price and time indicated. The prices for changes include all costs associated with this Change Order.

Contractor Signature and Title

Date

1.03 ACCEPTANCE BY THE CITY

Project Manager Date

[Director – Required for COs to Council] Date

[Intermediate Authority, if needed] Date

[Mayor – Required for COs to Council] Date

[Intermediate Authority, if needed] Date

City Engineer Date

cc: [Design Consultant], [Owning Dept. Director], [Other Copy Addressees], [File(s)]

EXECUTIVE SUMMARY

1.01	CONTRACT PRICE SUMMARY	DOLLAR AMOUNT	PERCENT
A.	Original Contract Price	\$1,000,000.00	100.00%
B.	Previous Change Orders	\$0.00	0.00%
C.	This Change Order	\$0.00	0.00%
D.	Contract Price	\$1,000,000.00	100.00%

Date of Commencement of the Work: Monday, September 30, 2002

1.02	CONTRACT TIME SUMMARY	DURATION	COMPLETION DATE
A.	Original Contract Time	180 Days	Friday, March 28, 2003
B.	Previous Change Orders	0 Days	Friday, March 28, 2003
C.	This Change Order	0 Days	
D.	Contract Time	180 Days	Friday, March 28, 2003

- 1.03 TOTAL VALUE OF INCREASES OUTSIDE OF GENERAL SCOPE OF WORK
A. Including this Change Order, the following table is provided to track conditions related to Paragraph 7.1.2.3 of Document 00700 - General Conditions.

<u>CHANGE ORDER</u> <u>No.</u>	<u>AMOUNT ADDED</u>	<u>PERCENT OF</u> <u>ORIGINAL CONTRACT</u> <u>PRICE</u>
[1]	[\$0.00]	[0%]

TOTALS	\$0.00	0.0%
--------	--------	------

INSTRUCTIONS

PURPOSE: Change Orders are used to affect Modifications to the Contract. Prior to final payment, previously approved Work Change Directives can be combined into a summary Change Order to reconcile project cost accounting. When signed and dated by Contractor and City Engineer, document becomes an approved Change Order.

APPLICATION: This form is applicable to agreed on Modifications to the Contract including, but not limited to the following:

- Additions or reductions (including deletions) of existing bid item quantities.
- Increases or decreases in construction Contract Time.
- Change in methods, material, etc., not covered by existing bid item quantities.
- New work not covered by existing bid item quantities.
- Price or schedule consideration for conditions not indicated by the Contract.

INSTRUCTIONS: Project Manager or Design Consultant prepares this form. The Executive Summary is for use by the City in analyzing the Change Order but is not a part of the Change Order. This form has two MS Excel tables imbedded in the MS Word document (Paragraphs 1.01 and 1.02 in the Executive Summary). Double click on any cell in these tables to make entries in spreadsheet mode. Click anywhere outside the spreadsheet to return to wordprocessing mode. Other tables in the Change Order and Executive Summary are MS Word tables, not imbedded Excel spreadsheets. Red colored text and numerals represent input fields. Black text and numerals are in cells with formulas or fixed text. Do not make entries in these cells. Following instructions correspond to numbers provided on form. Paragraph 1.02 of the Change Order form is completed by Contractor. All other items are completed by the City or Design Consultant. Paragraph 1.03 of the Change Order form is completed by administrative and approving authorities. Contractor shall provide all backup material to justify the costs of items enumerated in Paragraph 1.01 of the Change Order form.

CHANGE ORDER FORM:

1. Insert Change Order number and Contract number for the Project at the top of each page, following page one, if the Change Order must be longer than one page.
2. Insert Project name exactly as stated in the Agreement.
3. Insert Project number and other identifying numbers (e.g. CIP, GFS, AIP, File No.) for the Project.
4. Insert name of Contractor performing the Work and Contractor's address for notices. Address should be as shown in the Agreement unless changed by proper notice.
5. Paragraph 1.01: Insert brief descriptions of the changes, including reference to applicable Work Change Directives, RFIs and RFPs. Give justification to support change, cost of making change, and adjustment in Contract Time warranted by change. If more than one item is included, number each item. Extend the table to additional pages if necessary. Formulas are imbedded for totals but check the math when extending the table length.
6. Paragraph 1.02: Project Manager signs and dates and has other administrative authorities or representatives sign and date where indicated. Project Manager will substitute actual titles of these persons where red bracketed instructions are shown. Mayor's and Contracting Department Director's signature (and date) are only needed when the Change Order must go to City Council for funding prior to approval. City Engineer for the Contracting Department (should be the same person designated in the Agreement) will only sign and date Paragraph 1.03 when funds are approved and in place for payment of the additional work. City Engineer's signature and date signify approval of the Change Order and is the only authorized approval authority of the City according to Document 00700 – General Conditions.
7. Insert appropriate list of "copy to" persons and file. Delete brackets and instructions. Change color of remaining text to black.

EXECUTIVE SUMMARY:

1. Paragraph 1.01: Insert (A) Original Contract Price, (B) cost of previous Change Orders and (C) cost of this Change Order in the price summary block. Other amounts and percentages in block are calculated by formula. Cost of this Change Order is calculated at the bottom of the table in Paragraph 1.01 of the Change Order form, when all items have been filled in BUT it does not automatically change the amount in Paragraph 1.01 C.

2. Paragraph 1.02: Insert Date of Commencement of Work (from Notice to Proceed), (A) original Contract Time, (B) additional days added from previous Change Orders and (C) days required for this Change Order in the time summary block. Other days and dates in block are calculated by formula. Days for this Change Order are calculated at the bottom of the table in Paragraph 1.01 of the Change Order form, when all items have been filled in BUT it does not automatically change the amount in Paragraph 1.02 C.
3. Paragraph 1.03 A: Project Manager will provide information from all previous Change Orders for this table (i.e. number, amount and percentage of Original Contract Price) so that it can be determined if Council Action is necessary. *NOTE: The conditions of Paragraph 7.1.2.3 of Document 00700 - General Conditions may make Council Action necessary even if funding is already available and even if the 5% contingency threshold has not yet been reached.*



CITY OF HOUSTON Fact Sheet

Change Order Item No. _____

Project No. _____ Contractor _____

GFS No. _____ Design Engineer _____

1. When was the need for proposal first discovered and by whom?

2. Why is the work described on the proposal necessary?

3. How was the pricing confirmed and/or negotiated?

4. Why are the additional calendar days required to be added to the contract?

5. Why is the work described on the proposal not covered by the original bid items?

6. Is the proposal work necessary due to: differing site conditions, possible omissions and/or inaccurate designs or other specific reason(s)?

7. Should this be reviewed by Design Section to be referred to Design Consultant for potential errors/omissions?

8. How will labor charges on the proposal be monitored and isolated from normal charges which are incidental to pay item work?

CITY-CONSTRUCTION PROJECT MGR. [Signature]

DATE

CONTRACTOR: _____ DATE: _____

GFS NO: _____ FILE/PROJECT NO: _____

PROJECT NAME: _____

CONTRACT NO: _____

REFERENCE: _____

The undersigned is furnishing the following price proposal for the work requested. Please sign and return to convey your acceptance. I understand I am not authorized to perform this work until receipt of a duly authorized Change Order or Work Change Directive.

ITEM NO.	DESCRIPTION	DAYS	COST
1			
2			
TOTAL			

SUBMITTED: _____
CONTRACTOR REPRESENTATIVE [Signature]_____
DATEVIEWED: _____
CITY CONSULTANT CONSTRUCTION MGR. [Signature]_____
DATE

PRINT NAME: _____

REVIEWED: _____
CITY-CONSTRUCTION PROJECT MGR. [Signature]_____
DATE

PRINT NAME: _____

RECOMMENDED
APPROVAL: _____
CITY-CONSTRUCTION CHIEF ENGINEER [Signature]_____
DATEAPPROVED: _____
CITY-ASSISTANT DIRECTOR [Signature]_____
DATE

COST SUMMARY:

DOLLAR AMOUNT

PERCENT

Original Contract Price

Previous Change Orders

This Proposal

Revised Contract Price

SCHEDULE SUMMARY:

DURATION

COMPLETION DATE

Original Contract Schedule

Previous Time Extensions

This Proposal

Current Modified Contract

REVIEWED: _____

CITY-CONSTRUCTION PROJECT MGR. [Signature]

DATE

PROCESS STANDARD

STANDARDS

Process 3.8 DEVELOP AND PROCESS CHANGE ORDERS AS REQUIRED

1. Approach every change order and each item of the change order as an adjustment of the contract that ties work with price and time. Price and time adjustments are always addressed in their respective columns of Block 6. Work must be addressed in the Block 6 descriptions.
2. Describe the change in terms of **scope** of the change and **justification** for the change. The scope of the change should address one of the following:
 - Additional work
 - Changed work
 - Required work (unchanged) but under different conditions
 - Also include with the item scope appropriate references to work change directives, requests for information, and/or proposals, by number. If the change will be addressed through unit prices, specify the additional planned quantity under an existing unit price, or the proposed new unit price item and the planned quantity.
3. Justification should explain why the change is recommended. It should normally attribute the change to one of the following reasons:
 - Error in drawings
 - Omission in drawings
 - Owner requested scope change
 - Concealed or unknown conditions (see 00700, 4.3.5)
 - Failure of City to provide (see 00700, 4.3.6.2)
 - Action by the City (see 00700, 4.3.6.1)
 - Delay without fault or negligence (see 00700, 8.2.1)
4. Attach back-up documentation for each item of change. Use the following sequence to the extent that it applies and documents are available:
 - Fact sheet
 - RFI
 - RFI response (w/attachments as applicable)
 - RFP (w/attachments as applicable)
 - Proposal (signed by contractor and PM)
 - Cost back-up for proposal
 - City's parallel estimate
 - Daily Construction Reports (if needed)
5. Forward with two copies of change order, one cost and time summary, one copy of back-up. Include file notes page and last progress payment.

PROCESS EXAMPLES

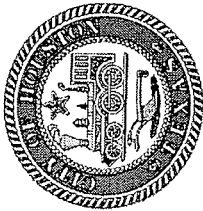
**CITY OF HOUSTON****Department of Public Works & Engineering**Construction Management & Inspection Service Contract
Estimate for PaymentGFS Number:
File No.:
Project Description:City of Houston Estimate No.:
Date From: To:
Contract No.:
Date of Contract:
Insurance Exp. Date:Consultant's Invoice No.:
Fund No.:
M/WBE % GOAL:
M/WBE % UTILIZATION:
Total Contract Days:
No. Days Utilized:FIRM:
ADDRESS:
TELEPHONE NO.: () -**CONTRACT INFORMATION:**Ordinance No.:
Date Passed:
Ordinance Amount: \$
Additional Appropriations: \$
(Use Attached Sheet
If Necessary)**INVOICE INFORMATION:**Total Invoiced To Date: \$
Previously Invoiced: \$
Percent Invoiced To Date:
Total Amount Due This Estimate \$

Contract Amount: \$

Received by: _____
Contract Administrator DateCertification by firm: _____
Signature and Title DateReviewed by: _____
Project Engineer/Project Manager DateApproval:
Recommended _____
Chief Engineer Construction Section DateReviewed: _____
Chief Engineer Design Section DateApproved: _____
Director
Department of Public Works & Engineering Date

Consultant: _____
Contract No. _____

Invoice Date: _____



CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

Task Cost Summary

Task No.	GFS No.	Task Description	Ordinance No.	Award Date	Forecasted Project Completion Date	% Cost Expended To Date by Contractor	% Time Expended To Date by Contractor	Appropriation Amount	Previously Invoiced:	Amount Invoiced This Period	Total Invoiced To Date	Percent Invoiced To Date
----------	---------	------------------	---------------	------------	---	--	--	-------------------------	-------------------------	-----------------------------------	---------------------------	--------------------------------

1

0% 0% \$0.00 \$0.00 \$0.00 \$0.00 0.00%

TOTAL :

\$0.00 \$0.00 \$0.00 \$0.00 0.00%

TASK NO. _____
PROJECT DESCRIPTION
TASK COST DETAILS

INVOICE NO: _____
ESTIMATE NO: _____
ORDINANCE NO: _____
INVOICE DATE FROM: _____

PROJECT NO: _____
INVOICE DATE: _____
CONTRACT NO. _____
INVOICE DATE TO: _____

LABOR:

Employee	Title	Hours	Base Rate	Multiplier	Total
					\$ -
					\$ -
					\$ -
					\$ -
Labor Total:					\$ -

REIMBURSABLES:

Item	Description	Amount
		\$ -
		\$ -
		\$ -
		\$ -
Reimbursables Total:		\$ -

SUBCONSULTANT COST:

Company	Description	Subconsultant Cost	Total Cost with 10% Mark-up
		\$ -	\$ -

Total Due This Task: \$ -

Project Managers Signature _____

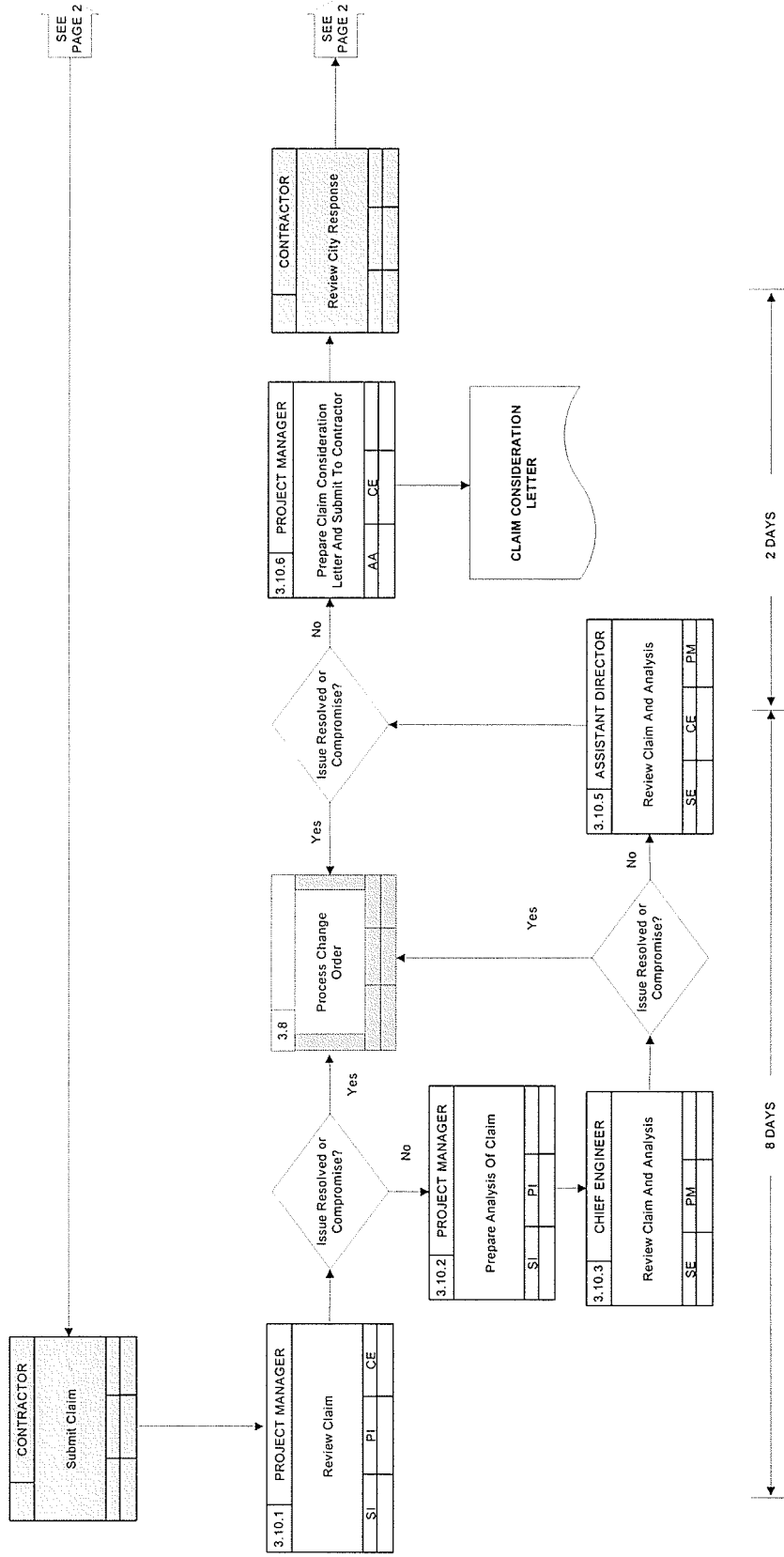
PROCESS STANDARD

STANDARDS

PROCESS 3.9 Process CM Invoices

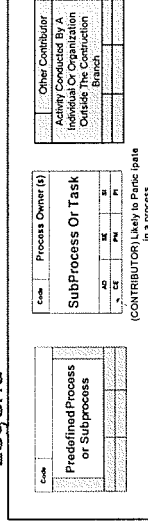
1. Invoices received by any member of the Branch other than the Invoice Administrator will forward the invoices to the IA for logging on the day of receipt.
2. 3.9.3 review should include appropriateness of charges, accuracy of invoice, and management of expenditures against budget to include comparison of construction and construction management cost completion.
3. If any charges are disputed, refer to paragraph IV.C. Unless the CM agrees within 3.9.3 to revise and resubmit the invoice and does so within 3 business days, the SE will proceed per the contract—delete the disputed items, prepare a letter for the CE's signature and continue to process the invoice with undisputed charges only.
4. All contributors will initial and date the transmittal sheet.
5. Maximum times for review will be SE—5 days, CE—3 days, AD—2 days.

PROCESS - 3.10 ANALYZE AND SETTLE CLAIMS

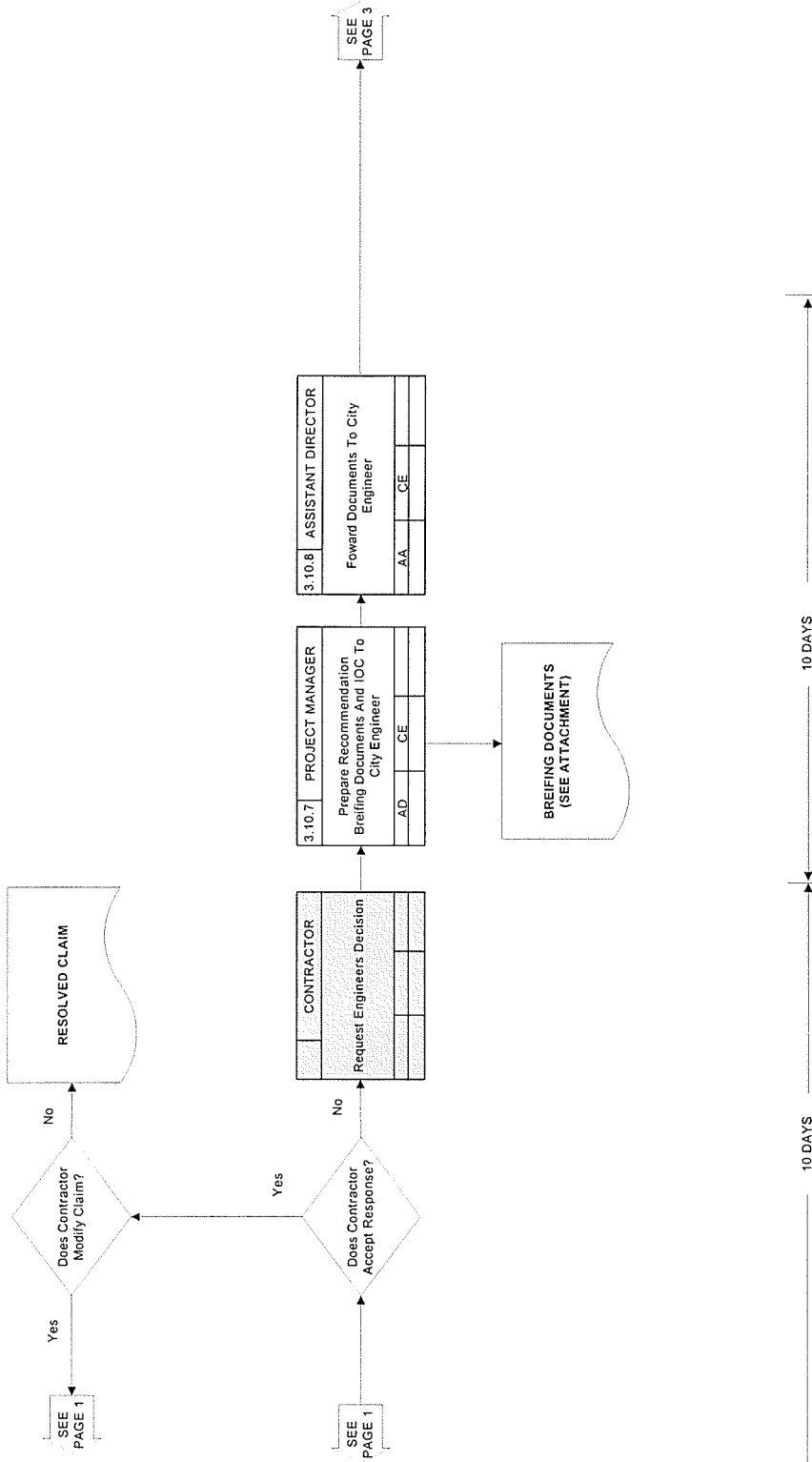


CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend



PROCESS - 3.10 ANALYZE AND SETTLE CLAIMS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend

Predefined Process or Subprocess

Code	Process Owner (s)
AD	Assistant Director
CE	Chief Engineer
SI	Senior Inspector
PI	Project Inspector
PM	Project Manager
DC	Document Control
ES	Estimator
CA	Closeout Administrator

Other Contributor

Code	Contributor
AD	Assistant Director
CE	Chief Engineer
SI	Senior Inspector
PI	Project Inspector
PM	Project Manager
DC	Document Control
ES	Estimator
CA	Closeout Administrator

SubProcess Or Task

Code	Process Owner (s)
AD	Assistant Director
CE	Chief Engineer
SI	Senior Inspector
PI	Project Inspector
PM	Project Manager
DC	Document Control
ES	Estimator
CA	Closeout Administrator

(CONTRIBUTOR) Likely to Participate in a process

CONTRIBUTORS

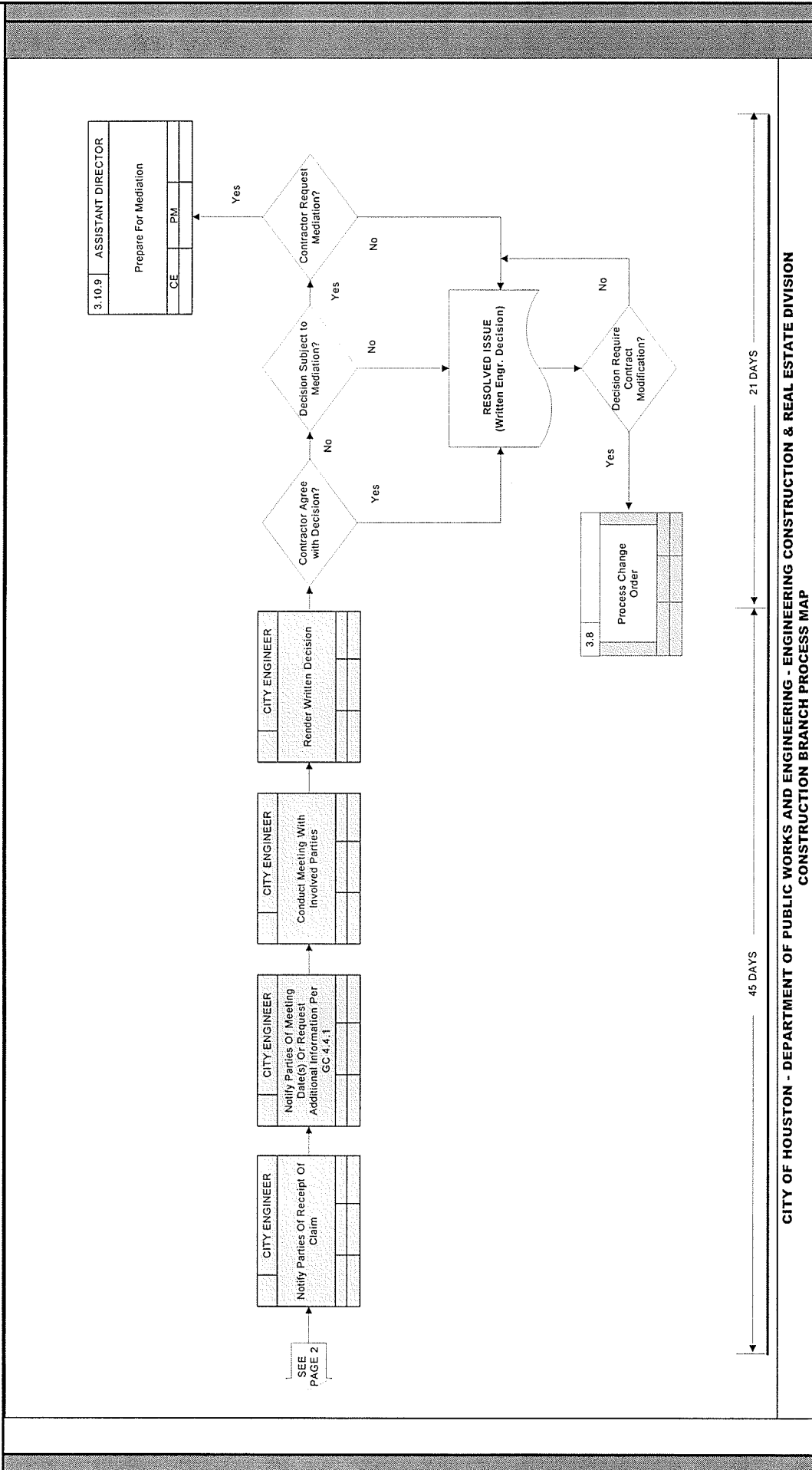
CE = CHIEF ENGINEER
AD = ASSISTANT DIRECTOR
SI = SENIOR INSPECTOR
PI = PROJECT INSPECTOR
PM = PROJECT MANAGER
DC = DOCUMENT CONTROL
ES = ESTIMATOR
CA = CLOSEOUT ADMINISTRATOR

Deliverable

Update Database

Suggested Logical dependency between activities

PROCESS - 3.10 ANALYZE AND SETTLE CLAIMS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend

Contributors

AD = ASSISTANT DIRECTOR
CE = CHIEF ENGINEER
PM = PROJECT MANAGER
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
CA = CLOSEOUT ADMINISTRATOR

Other Contributor

Individual Or Organization Outside The Construction Branch

SubProcess Or Task

Code	Process Owner (S)	SubProcess Or Task	AD	CE	PM	PI

(CONTRIBUTOR) Likely to Participate in a process

Deliverable

Suggested Logical dependency between activities

Update Database

Drawing Page: 3 of 3

PROCESS EXAMPLES

Dispute Resolution

Claim Briefing Document Contents

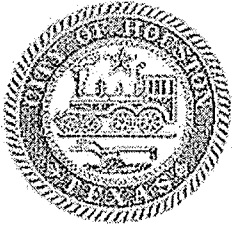
Contract Background

- Contract Value
- Contract Time
- Bid Tabulation
- Change Order History
- Potential Cost Impacts over/under 5%
- Project Status % Time, %\$
- Non-compliance issues
- Citizen Complaints during work
- Contractor Performance & Responsiveness
- Outstanding issues for additional cost or credit

Finding of Facts Related to Claim

- Basis for Dispute
- History of Claim
- Contract Requirements
- Recommendation for Settlement (i.e.. \$, Time, Rejection, or Performance)
- Backup Information
 - RFI's
 - Communication (i.e.. Letters & Transmittals)
 - Daily Reports
 - Photo's
 - Test Reports

Notes: _____



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Mr. Showri Nandagiri,
City Engineer

From: Senior Assistant Director, ECRE
Construction Branch

Date: 30 Jun 2003

Subject: REQUEST FOR ENGINEER'S DECISION
Contract #53997, GFS M-0252-01-3
Knollwood Drainage Improvements--Extra
Excavation

The enclosed request from [REDACTED] is forwarded for decision of the City Engineer per General Conditions para 4.4.2. The City's position with regard to the claim, given information available to this point, is that the claim should be denied, with the following basic considerations:

- Elevations for preconstruction conditions were checked by both COH survey crew and the engineer's surveyor and found to be accurate. (see [REDACTED] letter, attached).
- Contractor's responsibility to take field measurements and verify before commencing activities per General Conditions 3.2.2
- Contractor's responsibility to give notice for additional cost before proceeding with work per General Conditions per 4.4.7.

Please let me know if you require any further standard data from the project file to support your decision.

Daniel W. Krueger, P.E.

cc: Gary Oradat, P.E.
Tim Lincoln, P.E.
Joel Littlefield, TSC
File SM5016

4.1.9 When City Engineer considers it necessary to implement the intent of the Contract, City Engineer may require additional inspection or testing of work in accordance with Paragraphs 13.6.3 and 13.6.4, whether such work is fabricated, installed, or completed.

4.2 COMMUNICATIONS IN ADMINISTRATION OF THE CONTRACT

4.2.1 Except as otherwise provided in the Contract or when authorized by City Engineer in writing, Contractor shall communicate with Project Manager. Contractor shall communicate with Design Consultant, Design Consultant's subconsultants, and separate contractors through Project Manager. The City will communicate with Subcontractors and Suppliers through Contractor.

4.3 CLAIMS AND DISPUTES

4.3.1 *Documentation by Project Manager:* Contractor shall submit Claims, including those alleging an error or omission by Project Manager or Design Consultant, to Project Manager for documentation and recommendation to City Engineer.

4.3.2 *Decision of City Engineer:* Upon submission of Claim by Project Manager or Contractor, City Engineer will resolve Claims in accordance with Section 4.4. City or Contractor must present a Claim to City Engineer for a decision and receive a decision as a condition precedent to litigation.

4.3.3 *Time Limits on Claims:* Claims by Contractor must be made within 90 days after occurrence of event giving rise to the Claim.

4.3.4 *Continuing the Contract Performance:* Pending final resolution of a Claim including referral to non-binding mediation, unless otherwise agreed in writing, Contractor shall proceed diligently with the performance of the Contract and the City will continue to make payments in accordance with the Contract.

4.3.4.1 Pending final resolution of a Claim including referral to non-binding mediation, Contractor is responsible for safety and protection of physical properties and conditions at site.

4.3.5 *Claims for Concealed or Unknown Conditions:* Concealed or unknown physical

conditions include utility lines, other man-made structures, storage facilities, Pollutants and Pollutant Facilities, and the like, but do not include conditions arising from Contractor operations, or failure of Contractor to properly protect and safeguard subsurface facilities. Concealed conditions also include naturally-occurring soil conditions outside the range of soil conditions identified through geotechnical investigations, but do not include conditions arising from groundwater, rain, or flood.

4.3.5.1 If conditions are encountered at the site which are Underground Facilities or otherwise concealed or unknown conditions which differ materially from:

- .1 those indicated by the Contract; or
- .2 conditions which Contractor could have discovered through site inspection, geotechnical testing, or otherwise;

then Contractor will give written notice to City Engineer no later than five days after Contractor's first observation of the condition and before condition is disturbed. Contractor's failure to provide notice constitutes a waiver of a Claim.

4.3.5.2 City Engineer will promptly investigate concealed or unknown conditions. If City Engineer determines that conditions at the site are not materially different and that no change in Contract Price or Contract Time is justified, City Engineer will notify Contractor in writing, stating reasons. If City Engineer determines the conditions differ materially and cause increase or decrease in Contractor's cost or time required for performance of part of the Work, City Engineer will recommend an adjustment in Contract Price or Contract Time, or both, as provided in Article 7. Opposition by a Party to the City Engineer's determination must be made within 21 days after City Engineer has given notice of the decision. If the Parties cannot agree on adjustment to Contract Price or Contract Time, adjustment is subject to further proceedings pursuant to Section 4.4.

4.3.6 *Claims for Additional Cost:* If Contractor wishes to make a Claim for increase in Contract Price, Contractor shall give written notice before proceeding with work for which Contractor intends to submit a Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

4.3.6.1 Contractor may file a Claim in accordance with Section 4.4 if Contractor believes it has incurred additional costs, for the following reasons:

- .1 written interpretation of City Engineer;
- .2 order by City Engineer to stop the Work when Contractor is not at fault;
- .3 suspension of the Work by City Engineer;
- .4 termination of the Contract by City Engineer; or
- .5 The City's non-compliance with another provision of the Contract.

4.3.6.2 No increase in Contract Price is allowed for delays or hindrances to the Work, except for direct and unavoidable extra costs to Contractor caused by failure of the City to provide information and services, or to make land and materials available, when required of the City under the Contract. Any increase claimed is subject to the provisions of Section 4.4 and Article 7.

4.3.6.3 The City is not liable for Claims for delay when Date of Substantial Completion occurs prior to expiration of Contract Time.

4.3.7 *Claims for Additional Time:* If Contractor wishes to make a Claim for an increase in Contract Time, Contractor shall give written notice as provided in Section 8.2. In case of continuing delay, only one Claim is necessary.

4.4 **RESOLUTION OF CLAIMS AND DISPUTES**

4.4.1 City Engineer will review Claims and take one or more of the following preliminary actions within 30 days of receipt of Claim:

- .1 submit a suggested time to meet and discuss the Claim with City Engineer;
- .2 reject Claim, in whole or in part, stating reasons for rejection;
- .3 recommend approval of the Claim by the other Party;
- .4 suggest a compromise; or
- .5 take other actions as City Engineer deems appropriate to resolve the Claim.

4.4.2 City Engineer may request additional supporting data from claimant. Party making Claim shall, within 10 days after receipt of City Engineer's request, submit additional supporting data requested by City Engineer.

4.4.3 At any time prior to rendering a written decision regarding a Claim, City Engineer may refer Claim to non-binding mediation as provided in Section 4.5. If Claim is resolved, City Engineer will prepare and obtain all appropriate documentation.

4.4.4 If Claim is not referred to non-binding mediation, City Engineer will render a written decision within 75 days of receipt of Claim, or a time mutually agreed upon by the Parties in writing. City Engineer may notify Surety and request Surety's assistance in resolving Claim. City Engineer's decision is final and binding on the Parties.

4.5 **NON-BINDING MEDIATION**

4.5.1 If City Engineer refers a Claim to non-binding mediation, the mediation will be conducted according to the Construction Industry Mediation Rules of the American Arbitration Association in effect at the time unless the Parties agree to other rules. The Parties shall make their best efforts to complete mediation within 30 days of City Engineer's referral.

4.5.2 Contractor shall initially pay fees required by American Arbitration Association. The City will reimburse Contractor by Change Order for the City's share of proceedings, in accordance with Section 7.3, plus interest, at the rate of one percent per month.

4.5.3 If entire Claim is not settled by mediation, Claim, or unsettled part thereof, will be decided by City Engineer as provide in Section 4.4 within 40 days of termination of mediation by the mediator. Contractor shall immediately notify City Engineer in writing of termination of mediation.

ARTICLE 5 - SUBCONTRACTORS AND SUPPLIERS

5.1 **AWARD OF SUBCONTRACTS OTHER CONTRACTS FOR PORTIONS OF THE WORK**

5.1.1 Contractor may not contract with a Subcontractor or Supplier that City Engineer has made a reasonable and timely objection to.

5.1.2 If City Engineer has a reasonable objection to person or entity proposed by Contractor, Contractor shall propose another with whom City Engineer has no reasonable objection.

5.1.3 Contractor shall execute contracts with approved Subcontractors and Suppliers before the Subcontractors or Suppliers begin work under the Contract.

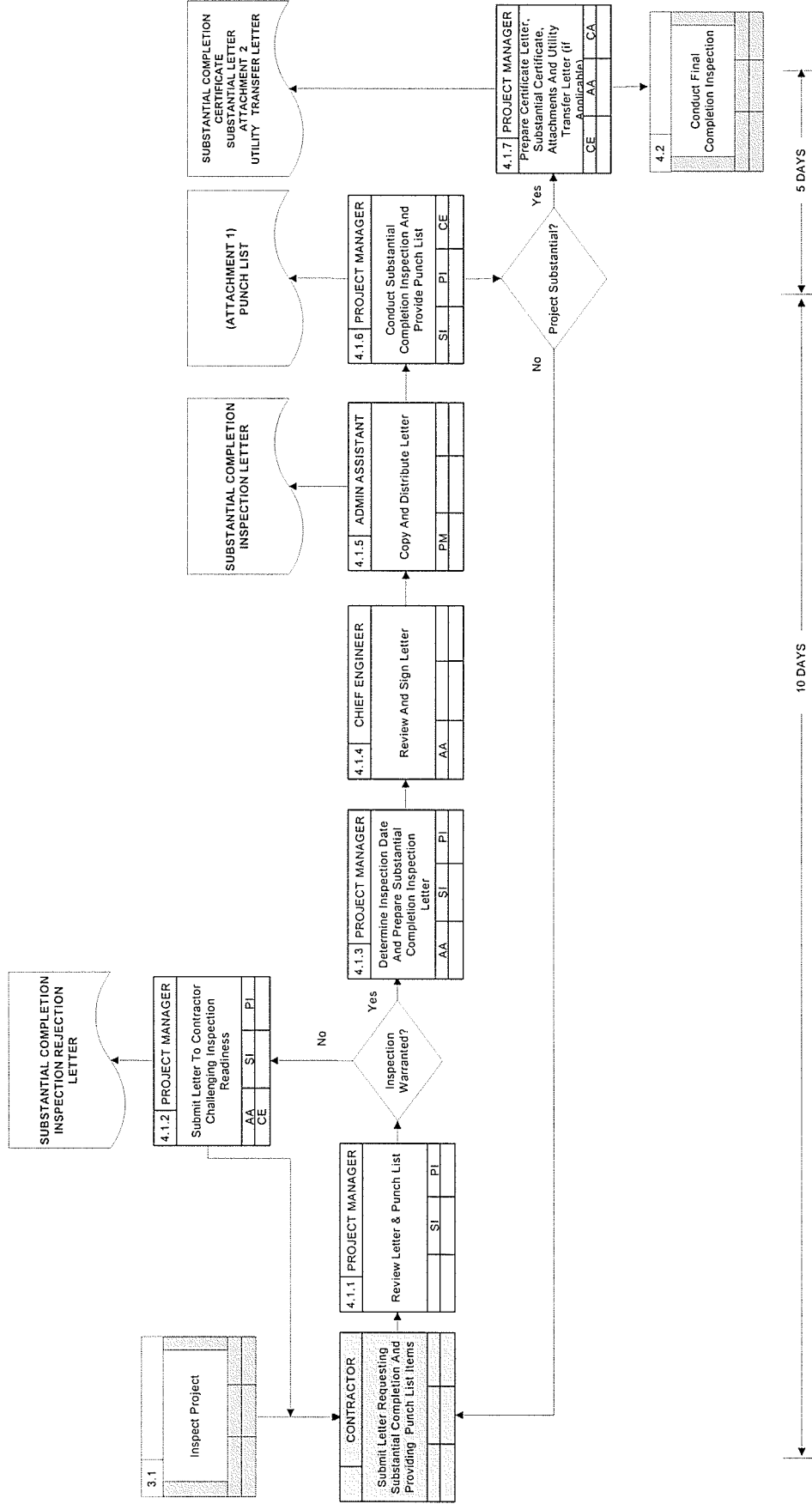
5.1.4 Contractor shall notify City Engineer in writing of any proposed change of Subcontractor or Supplier previously accepted by the City.

PROCESS STANDARD

STANDARD
PROCES 3.10 - ANALYZE AND SETTLE CLAIMS

1. The contractor shall submit the claim on Company letterhead. All appropriate backup documentation shall be attached to the letter
2. Upon receipt of the claim the PM/CM shall take appropriate action in accordance with Section 4.4.1 and/or 4.4.2 of the General Conditions of the contract.
3. It is imperative that a rejection of the claim in whole or in part the PM/CM must state the reason for the recommendation for rejection.
4. The General Conditions give timelines for the actions taken in analyzing and settlement of a claim. Deviations from this timeline must be agreed upon by all parties in writing.
5. See PDF file for contents of briefing package

PROCESS 4.1 - CONDUCT SUBSTANTIAL COMPLETION INSPECTION



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend

Code	Process Owner (s)	SubProcess Or Task
AD	AS	DC
ES	IA	CA

(CONTRIBUTOR) Likely to Participate

Other Contributor	Activity Conducted By A Individual Or Organization Outside Branch
Contributors	AD = ASSISTANT DIRECTOR AS = ADMIN SUPERVISOR CE = CHIEF ENGINEER SE = SENIOR ENGINEER PI = PROJECT INSPECTOR DC = DOCUMENT CONTROL ES = ESTIMATOR IA = INVOICE ADMINISTRATOR CA = CLOSEDOUT ADMINISTRATOR

Deliverable	Update Database
Suggested Logical dependency between activities	

Drawing Page:	1	of	1
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PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To:

From:

Senior Assistant Director
Engineering, Construction & Real Estate Division

Date:

Subject: **UTILITY SERVICE TRANSFER**

The project listed below is in the process of final close-out by the Department of Public Works and Engineering. Substantial Completion was attained on _____.

Project Name:

Project Number:

GFS No.:

File No.:

Prime Contractor:

Please transfer Water service at the above referenced facility. The utility currently is in the name of _____, and need to be transferred to the City of Houston. The service is located at _____ and the account number is _____.

If you need further information please call _____, Construction Manager at _____.

Daniel W. Krueger, P.E.

:

cc: _____-7-27

Document 00670

CERTIFICATE OF SUBSTANTIAL COMPLETION

Distribution to:

Construction Department	<input checked="" type="checkbox"/>	Architect/Engineer	<input checked="" type="checkbox"/>
Owning/Using Department	<input checked="" type="checkbox"/>	Contractor	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

PROJECT:

CONTRACT DATE: _____ To: _____

Project No: _____ GFS No: _____ (Owning/Using Department)

CONTRACTOR:

CONTRACT FOR:

ARCHITECT/ENGINEER:

DATE OF COMMENCEMENT:

DATE OF SUBSTANTIAL COMPLETION:

The Work performed under this Contract was inspected on _____ and found to be substantially complete. The Date of Substantial Completion of the Project or portion there of designated above is hereby established as _____.

Attachment 1 is a list of documents, which shall be forwarded by the Contractor. Attachment 2 is a list of items to be completed or corrected. Failure to include a document or item on the applicable list does not alter the responsibility of the Contractor to complete all Work in accordance with Contract Documents.

Contractor shall deliver all documents in order for Final Inspection to be scheduled. Contractor shall complete or correct any Work remaining within 30 days from the above Date of Substantial Completion.

Contractor shall obtain consent of Surety to certify substantial completion. The responsibilities of the City Owning/Using Department and the Contractor for security, maintenance, heat, utilities, damage to the Work, and insurance shall remain as provided in the Agreement until final payment.

(City Engineer)

Date

File: LST-_____-7-26

END OF DOCUMENT

ATTACHMENT 2

CITY OF HOUSTON

City of Houston Public Works Department
CONSTRUCTION DIVISION

SUBSTANTIAL COMPLETION INSPECTION

List of Incomplete or Incorrect Work

Project: _____ (File No: _____) Page _____ of _____

Contractor: _____

Prepared By: _____ Date: _____

Supervisor: _____ Inspector: _____

Received by Contractor: _____ Date: _____

Date
Compl

ITEMIZED LISTING

[illegible]

• •

• •

ATTACHMENT 1

Affidavit of All Bills Paid – Document –651 – 2 Originals

Affidavit of Final Completion – Document 00673 – 2 Originals

Final Payrolls Submitted to AA/CC Division

Record Documents (As-Builts) delivered

Contractor Acceptance of Final Estimate – 2 Originals

Consent of Surety – 2 Originals of Each:

Retainage Reduction from 5% to 2%

Retainage Reduction from 2% to 1%

Retainage Reduction from 1% to 0%

Consent of Surety to Final Payment – 2 Originals

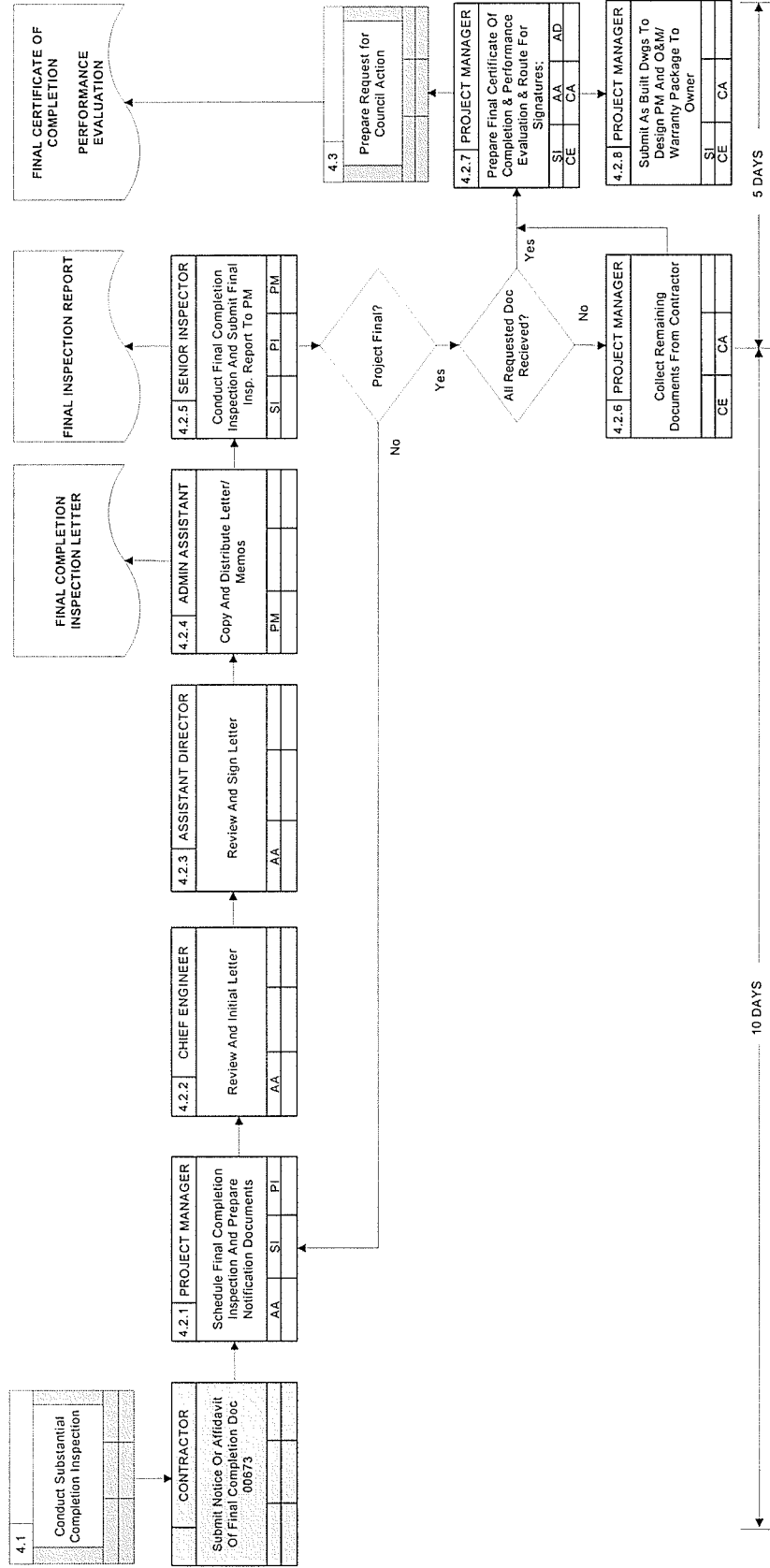
PROCESS STANDARD

STANDARD

PROCESS 4.1 – CONDUCT SUBSTANTIAL COMPLETION INSPECTION AND CERTIFY

1. Project Managers should ensure that representatives from all appropriate owner/operators receive one week notice prior to the Substantial Completion Inspections.
2. The following individuals should be notified of the inspection:
 - a. Owner/Operators
 - b. Senior Inspector
 - c. Project Inspector
 - d. Design Engineer
 - e. City of Houston Design Project Manager
3. Any approvals from other agencies should be obtained by the inspection date, such as TDLR, Certificate of Occupancy per General Condition 9.9.3.
4. Project Managers should transmit Substantial Completion Certificate and punch list five days from the inspection date.

PROCESS 4.2 - CONDUCT FINAL COMPLETION INSPECTION



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code	Process Owner (s)
AD	SubProcess Or Task
AA	SI
CE	PM
CA	PI

(CONTRIBUTOR) Likely to Participate in a process

Other Contributor Activity Conducted By A Individual Or Organization Outside The Construction Branch
Contributor

- CONTRIBUTORS**
- AD = ASSISTANT DIRECTOR
 - AS = ADMIN SUPERVISOR
 - PM = PROJECT MANAGER
 - DC = DOCUMENT CONTROL
 - AA = ADMINISTRATIVE ASSISTANT
 - CA = CLOSOUT ADMINISTRATOR
 - CE = CHIEF ENGINEER
 - SE = SENIOR ENGINEER
 - SI = SENIOR INSPECTOR
 - ES = ESTIMATOR
 - IA = INVOICE ADMINISTRATOR

Deliverable

Suggested Logical dependency between activities

Update Database



PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Lee P. Brown

Mayor

Jon C. Vanden Bosch, P.E.
Director
Public Works & Engineering
Department
P.O. Box 1562
Houston, Texas 77251-1562

T. 713.837.0037
F. 713.837.0040

www.cityofhouston.gov

September 23, 2003

Mr. [REDACTED]
[REDACTED]
[REDACTED]

3506 Cherry Street
Houston, Texas 77026

**Re: Final Inspection of 48-inch and 54-inch Water Main along Westview from Gessner to Campbell and 24-inch Water Main along Blalock from Old Katy Rd. to Westview
GFS No. S-0900-46-3, File No. 10602, Contract No. 52760, Drawing No. 36842**

Dear Mr. [REDACTED]:

Please be advised that the Final Inspection of the referenced project will be conducted at 10:00 a.m. on Tuesday, September 30, 2003. All interested parties will meet at the intersection of Westview Drive and Campbell Road, Key Map grid 450-Y.

Should you have any questions regarding this inspection, please contact me at (713) 837-7047 or Mr. Dotun Ogundare, Senior Project Manager, at (713) 837-7207.

Sincerely,

Aldo Ranzani, P.E.
Chief Engineer
Construction Branch

AR:DO:jth

G:\ADMIN\CONST\Projects\10602\Final Insp to CTI.doc

c: Daniel W. Krueger, P.E.
Mohammed Zubair, P.E.
Kathlie Jeng-Bullock, P.E.
Van Speight
Jim Boxley
File No.: 10602 - 2.1.1

[REDACTED]
[REDACTED]
Jerry Sowell
Vicki Fenney
Mustafa Qadir



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To:

██████████
Council Member, District A

From:

Senior Assistant Director
Construction Branch
Engineering, Construction and Real Estate Division

Date:

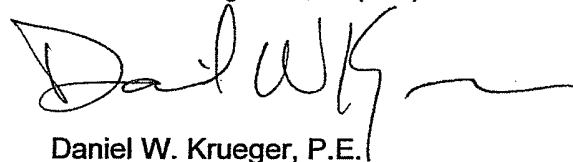
September 23, 2003

Subject:

**FINAL INSPECTION OF 48-INCH AND 54-INCH
WATER MAIN ALONG WESTVIEW FROM
GESSNER TO CAMPBELL AND 24-INCH
WATER MAIN ALONG BLALOCK FROM OLD
KATY RD. TO WESTVIEW;
GFS NO. S-0900-46-3, FILE NO. 10602
CONTRACT NO. 52760, DWG. NO. 36842**

Please be advised that the Final Inspection of the subject project has been scheduled and will be conducted at 10:00 a.m. on Tuesday, September 30, 2003. All interested parties will meet at the intersection of Westview Drive and Campbell Road, Key Map grid 450-Y.

Should you have any questions concerning this inspection or require additional information, please contact me at (713) 837-0452 or Mr. Aldo Ranzani, P.E., Chief Engineer, at (713) 837-7047.



Daniel W. Krueger, P.E.



DWK:AR:DO:jth

G:/ADMIN/CONST/Projects/10602/CM A Final Insp Memo.doc

c: Gary N. Oradat, P.E.
Jim Boxley
Jerry Sowell
File No.: 10602 - 2.1.2



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Mohammed Zubair, P.E.
Design Branch

From: Chief Engineer
Construction Branch

Date: September 23, 2003

Subject: **WATER LINE REPLACEMENT IN EASTEX
OAKS III SUBDIVISION
GFS NO. S-0035-80-3, FILE NO. 10666,
CONTRACT NO. 54201, DWG. NO. 37713
AS-BUILT DRAWINGS**

The above-referenced project is complete. The Substantial Completion date was July 10, 2003. The Contract start date was September 30, 2002, and the original completion date was May 27, 2003. We are transmitting the As-Built Drawings for your information. After the information has been posted to the original drawing, please return this set so that it may be archived.


Aldo Ranzani, P.E.

AR:JTH:jth

G:\admin\const\10666\23.0 Closeouts\as-built memo

c: Daniel W. Krueger, P.E.
Jack Sakolosky, P.E.
Jerry Sowell
File No. 10666 - 23.0



City of Houston
Department of Public Works and Engineering

FINAL INSPECTION REPORT

PROJECT NAME: _____

GFS NO: _____

FILE/PROJECT NO.: _____

CONTRACT NO.: _____

CONTRACTOR: _____

In accordance with General Conditions Article 9.12.3, the City Engineer made a Final Inspection of the Work and found the Work acceptable under the Contract Documents and fully performed. The City Engineer hereby states that to the best of the City Engineer's knowledge, information, and belief, the Work has been completed in accordance with the terms and conditions of the Contract Documents, and recommends acceptance of the work by the City Council.

EXCEPTIONS	DATE COMPLETED

DATE OF INSPECTION: _____

CONTRACTORS REPRESENTATIVES:

CITY OF HOUSTON REPRESENTATIVES:

WORK NOTED IN EXCEPTIONS ABOVE COMPLETED ON: _____

CONTRACTORS REPRESENTATIVES:

CITY OF HOUSTON REPRESENTATIVES:

FINAL CERTIFICATE OF COMPLETION

Project: Rehabilitation of Four Ground Storage Tanks and Demolition of One Elevated
Storage Tank at Five Pumping Stations
GFS No: S-0600-17-3
File/Project No: 10521-17
Contract Date: April 02, 2001
Contract No: C 50274
Contractor: [REDACTED]

In accordance with General Conditions Article 9.12.3, the City Engineer made a Final Inspection of the Work and found the Work acceptable under the Contract Documents and fully performed. The City Engineer hereby states that to the best of the City Engineer's knowledge, information, and belief, the Work has been completed in accordance with the terms and conditions of the Contract Documents, and recommends acceptance of the Work by the City Council.

Therefore, the City Engineer hereby issues this Final Certificate of Completion for the Contract referenced above. The final completion date established for this Contract is March 25, 2002.

[Signature] 8/05/03
Inspector Date

[Signature] 8/05/03
Construction Manager Date

[Signature] 8/6/03
Project Manager Date

[Signature] 8/7/03
Chief Engineer Date

[Signature] 8/13/03
City Engineer Date

END OF DOCUMENT

**CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
CONSTRUCTION CONTRACTOR PERFORMANCE EVALUATION**

GFS No.: _____

Project/File No.: _____
Substantial Completion Date: _____

Name and Address of Contractor: _____

Project Description: _____

Names of First Line Subcontractors and Brief Description of Work Performed:

Evaluation and Rating: To be filled out within 10 days after project has been determined Substantially Complete.

Evaluation Criteria: -O-Outstanding -S- Satisfactory -U- Unsatisfactory Please indicate with a check mark in proper column.

	<u>-O-</u>	<u>-S-</u>	<u>-U-</u>	Give Reasons For Other Than Satisfactory Rating.
1. Project Construction:				
A) Quality of Work:	___	___	___	_____
B) Timely Performance:	___	___	___	_____
C) Safety: (Employee's and Public)	___	___	___	_____
2. Management and Staffing:				
A) Superintendent: (On Project Attendance & Availability)	___	___	___	_____
B) Designated Forman: In Field with Each Crew	___	___	___	_____
3. Response and Cooperation:				
A) With City of Houston:	___	___	___	_____
B) With Private Utilities:	___	___	___	_____
C) With Public Residents:	___	___	___	_____
4) Construction Site Operations:				
A) Signing & Traffic Control:	___	___	___	_____
B) Works Within Right of Way	___	___	___	_____
C) Keeps Damage to Existing Structures to a Minimum:	___	___	___	_____

-O- -S- -U-

Give Reasons For Other Than Satisfactory Rating.

5) Site Management: (Cleanup)

A) During Construction:

B) Final Cleanup:

6) Overall Rating:

Evaluated By:

Senior Inspector, City of Houston

Date

Evaluated By:

Project Manager, City of Houston

Date

Evaluation Endorsed By:

_____, P.E., Chief Engineer
Engineering Construction and Real Estate Division.

Date

Evaluation Reviewed By:

Daniel W. Krueger, Senior Assistant Director,
Construction Branch

Date

Evaluation Reviewed By:

Showri Nandagiri, P.E., Deputy Director
Engineering, Construction and Real Estate Division

Date

Evaluation Reviewed By:

Jon C. Vanden Bosch, P.E., Director,
Department of Public Works and Engineering

Date

Review By Director: (Only required where "Unsatisfactory" in any item or "Outstanding" or Unsatisfactory" in Overall Rating.)

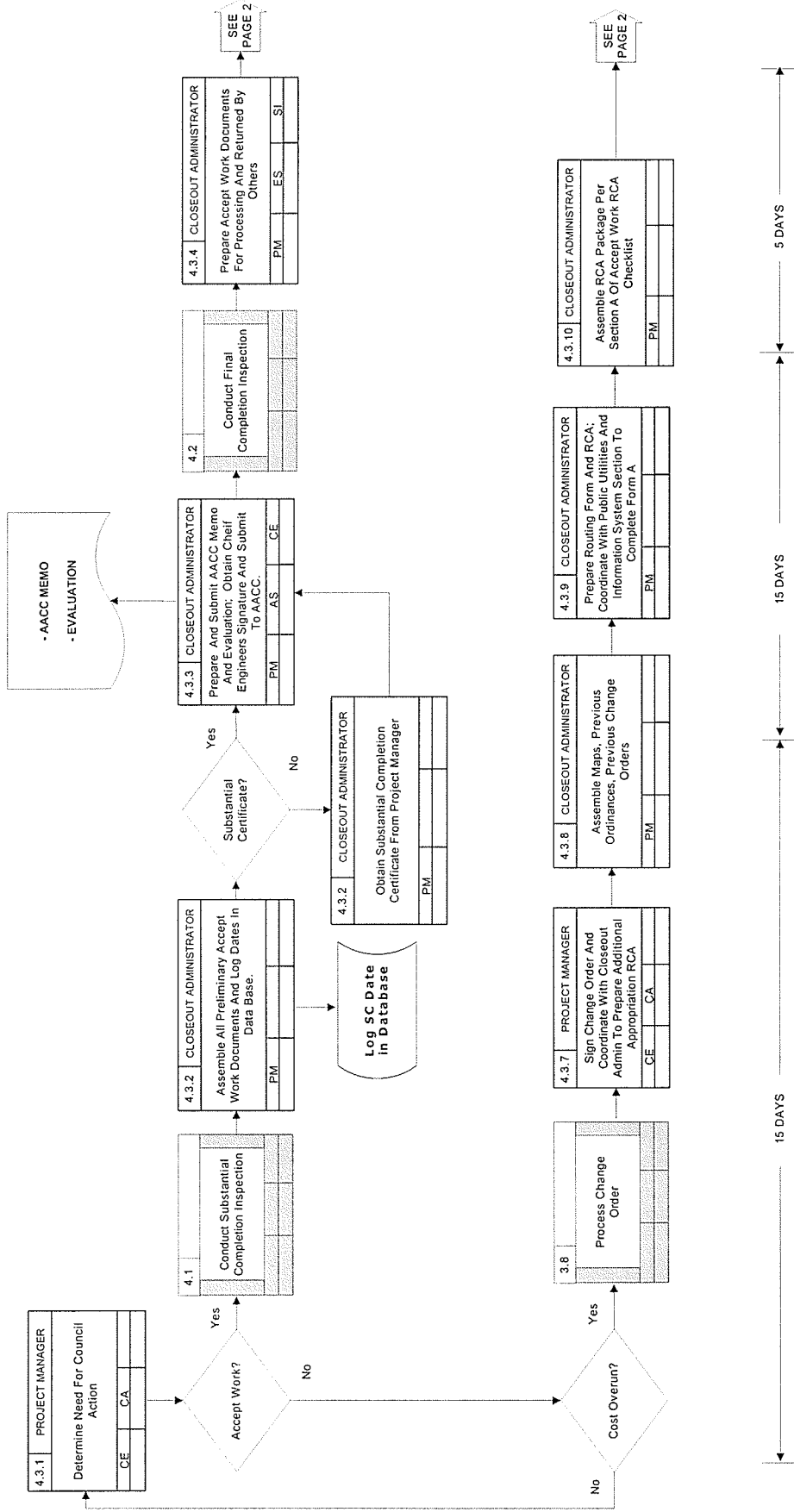
PROCESS STANDARD

STANDARD
PROCESS 4.2 – CONDUCT FINAL INSPECTION

1. Project Managers should ensure that representatives from all appropriate owner/operators receive one week notice prior to the Final Completion Inspections.
2. The following individuals should be notified of the inspection:
 - a. Owner/Operators
 - b. Senior Inspector
 - c. Project Inspector
 - d. Design Engineer
 - e. City of Houston Design Project Manager
3. No Change Orders will be issued after the Final Completion Inspection.
4. Project Managers should transmit Final Certificate five days from the inspection date.

The Final Certificate shall not be issued until all required documents are submitted per General Conditions 9.11.4.

PROCESS 4.3 - PREPARE REQUEST FOR COUNCIL ACTION



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code	Process Owner (s)
AD	SubProcess Or Task
AS	SubProcess
CE	SubProcess
CA	SubProcess

(CONTRIBUTOR) Likely to Participate in a Process

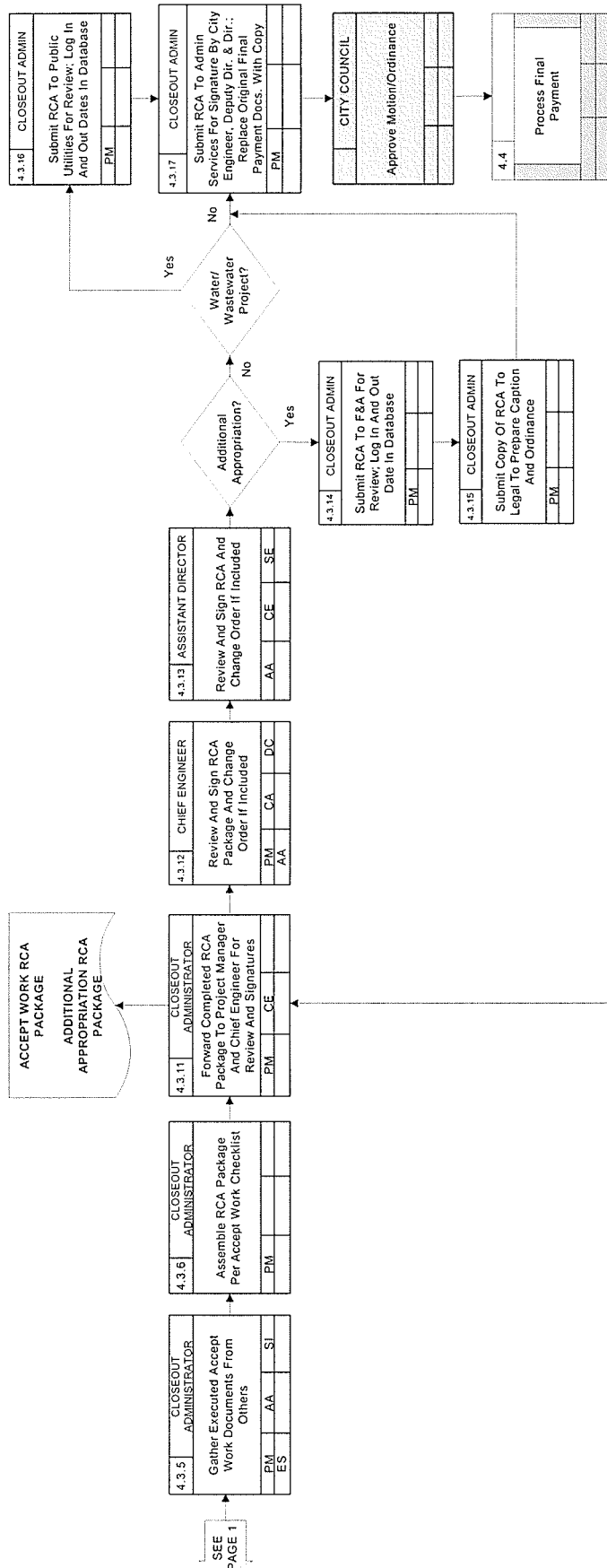
Other Contributor	Activity Conducted By A Individual Or Organization Outside The Construction Branch
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PM	PROJECT MANAGER
PC	PROJECT CONTROLS
ES	ENGINEERING SUPERVISOR
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Deliverable	Suggested Logical dependency between activities
Update Database	

Drawing Page:	1	of	2
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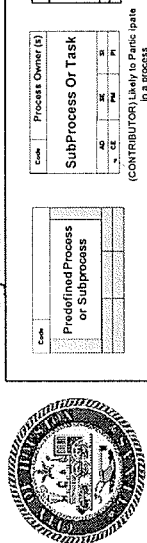
PROCESS 4.3 - PREPARE REQUEST FOR COUNCIL ACTION



25 DAYS 15 DAYS 15 DAYS

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend



CONTRIBUTORS
AD = ASSISTANT DIRECTOR
CE = CHIEF ENGINEER
PM = PROJECT MANAGER
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
ES = ESTIMATOR
AA = ACCOUNTANT
CA = CLOSEOUT ADMINISTRATOR

Other Contributor
Any Contributor
Individual Or Organization
Outside The Construction Branch

Update Database

Drawing Page: 2 of 2

PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: Bernard Porter
Manager
Contract Compliance Section

From: Chief Engineer
Engineering, Construction and Real Estate
Division

Date: April 25, 2003

Subject: **FINAL CLOSEOUT INFORMATION**

The below listed project is currently in the process of final closeout by Public Works and Engineering. It is expected this action will occur within 15 days.

I am, by copy of this letter, requesting a closeout letter concerning compliance items and completion of the attached Contractor Performance Evaluation.

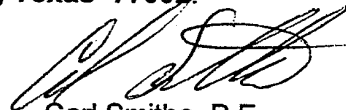
PROJECT NAME/NUMBER: HOLLISTER LIFT STATION REHABILITATION

GFS No.: R-0267-75-3 FILE NO.: 4276-35

PRIME CONTRACTOR: [REDACTED]

THE LAST DAY WORK PERFORMED ON THIS CONTRACT WAS: April 14, 2003

Please return this form when forwarding the clearance letter to Wastewater Construction Section, 17th Floor, 611 Walker Street, Houston, Texas 77002.


Carl Smitha, P.E.
Chief Engineer


CS:DG:NI

(DO NOT WRITE IN THIS SPACE)

RECEIVED BY (for Affirmative Action) _____

DATE _____

RECEIVED

APR 25 2003

AFFIRMATIVE ACTION

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
ENGINEERING, CONSTRUCTION AND REAL ESTATE DIVISION
PERFORMANCE EVALUATION OF CONSTRUCTION CONTRACTOR**

1. Name and Address of Contractor

████████████████████
11322 Windfern
Houston, Texas 77064

2. Project Description: **Hollister Lift Station Rehabilitation**

GFS No.: R-0267-75-3; Project File No.: 4276-35

- | | |
|--|---|
| 3. A) Original Contract Amount: <u>\$ 358,719.00</u> | B) Award Date: <u>May 1, 2002</u> |
| C) Modified Contract Amount: <u>\$ 365,935.00</u> | D) Contract Date: <u>May 20, 2002</u> |
| E) Final Amount Paid to Contractor: <u>\$ 365,780.00</u> | F) Notice to Proceed: <u>June 17, 2002</u> |
| G) Calendar Days allowed by Contract: <u>270 Days</u> | H) Planned Completion Date: <u>March 13, 2003</u> |
| I) Approved Additional Days: <u>55 Days</u> | J) Revised Completion Date: <u>May 7, 2003</u> |
| K) Total Days Allowed: <u>325 Days</u> | L) Actual Completion Date: <u>March 18, 2003</u> |

4. Evaluation and Rating By Affirmative Action/Contract compliance

Outstanding	Standard	Unsatisfactory	MBE Participation
_____	_____	_____	Goal: _____ % Achieved _____ %
_____	_____	_____	

If evaluation is unsatisfactory, give reason:

Contract Compliance Officer

Affirmative Action /Contract Compliance Director

CS:DG:NI



CITY OF HOUSTON

Public Works and Engineering
Department

Lee P. Brown
Mayor

Jon C. Vanden Bosch, PE.
Director
Public Works & Engineering
Department
P.O. Box 1562,
Houston, Texas 77251-1562

T. 713.837.0037
F. 713.837.0040
www.cityofhouston.gov

August 26, 2003

[REDACTED]
President
[REDACTED]

11322 Windfern
Houston, Texas 77064

**REFERENCE: HOLLISTER LIFT STATION REHABILITATION
GFS NO. R-0267-75-3, File No. 4276-35
Contract No. 53847**

Dear Mr. [REDACTED]

Enclosed herewith are three items for your consideration: 1) The Department of Public Works and Engineering's Preliminary Draft of the Final Estimate covering the subject project, 2) Document 00651 Certification of Payment and 3) 00673 Contractor's Certification of Final Completion for the subject project. *4) Ownership or Control Affidavit*

The Preliminary Draft of the Final Estimate was prepared from information in the Construction files, our Inspector's Daily Reports, and our field Party's measurements. It is believed that the estimate is correct. Your attention is called to the condition that the enclosure will represent both the final payment and the final payment due on the subject project. Therefore, additional payments covering both Contract and "Extra" items cannot be made subsequent to the issuance of the Final Estimate. The following procedures are required:

1. Please check the Final Estimate, sign and return it to this office. Should there be any questionable items, such items should then be reviewed with our Estimators. If necessary, the original copy should be modified, signed and returned to this office.
2. The Contractors Certification of Final Completion should be signed, notarized and returned to this office.

These items should be accepted or rejected and returned to this office within ten (10) working days from receipt of this letter. Otherwise, the Final Estimate will be processed for final payment.

Industrial TX Corporation
August 26, 2003
Page 2

Your prompt assistance and cooperation in expediting this matter will be greatly appreciated. Please sign the Preliminary Final Estimate and return along with the signed and notarized 00651 and 00673 forms. Also submit Final Consent of Surety. Should you have any questions, please feel free to contact me at 713-837-7398.

Sincerely,



Carl Smitha, P.E.
Chief Engineer
Construction Branch
Engineering, Construction and Real Estate Division

CS:DG:NI

Enclosures

c: Daniel W. Krueger, P.E.
Dennis W. Gunderson
Rita Lovelace
Vicki Fenney
Charles Ebo
File: 4276-35, 2.1.1

Document 00651

CERTIFICATION OF PAYMENT
TO SUBCONTRACTORS AND SUPPLIERS

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
THE COUNTY OF HARRIS §

The undersigned, _____, states that he is the _____
[Affiant]

[Title]

[Contractor]

and that he is duly authorized to execute this Certification of Payment to Subcontractors and Suppliers; that Contractor has made payments to Subcontractors and Suppliers for all labor, materials, equipment, and services furnished to date for Work on GFS No. R-0267-75-3 (File No.:4276-35) in the amounts for which Contractor has been paid; that the labor, materials, equipment, and services covered by this Certificate of Payment have been furnished in accordance with and all in compliance with the Contract Documents; that no sums have been withheld by Contractor for Subcontractors and Suppliers as a result of any allegations of deficiencies in the Work; and that such payments were made in accordance with the Contract Documents and with the laws of the State of Texas.

[Affiant's Signature]

SWORN AND SUBSCRIBED before me on

[Date]

Notary Public in and for the State of TEXAS

[Print or type Notary Public name]

My Commission Expires: _____
[Expiration Date]

END OF DOCUMENT

Document 00673

CONTRACTOR'S CERTIFICATION OF FINAL COMPLETION

CERTIFICATE OF FINAL COMPLETION OF: Hollister Lift Station Rehabilitation

GFS NO.:	<u>R-0267-75-3</u>
File / Project No.:	<u>4276-35</u>
Contract Date:	<u>May 20, 2002</u>

STATE OF TEXAS

COUNTY OF HARRIS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____ who, being by me duly sworn, on his oath says that he or she is _____ of _____, the Contractor who has performed a contract with the City of Houston for the construction of the Work described above, and is duly authorized to make this affidavit; that he or she has personally examined the Work described above as required by the Contract Documents that said Work and all items thereof have been completed and all known defects made good; that all surplus material, refuse, dirt and rubbish have been cleaned up and removed or disposed of as directed by the City Engineer; that all parts of Work are in a neat, tidy, finished condition and ready in all respects for acceptance by the City; that all gravel or shell roadway surfaces removed during the course of the Work have been replaced in accordance with the specifications, that rates of pay for all labor employed on said Work have not been below the minimum set out in "Labor Classification and Minimum Wage Scale" in Contract Documents and that within the knowledge of affiant all just bills for labor and material and for the rental or use of any equipment or apparatus, used in, on, or in connection with the Work have been paid in full by the Contractor.

By: _____

Sworn to and subscribed before me this
_____ day of _____, 2003.

Notary Public in and for the State of Texas

[Name printed]

My Commission expires: _____

**CITY OF HOUSTON
STANDARD SPECIFICATION**

**ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK**

Document 00652

FORM

**ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK**

Estimate No. 8 FINAL
Cut off Date: 20-Apr-03
Estimate Date: 25-Aug-2003

Project Name: HOLLISTER LIFT STATION REHABILITATION
Contractor: [REDACTED]
Address: [REDACTED]
HOUSTON, TEXAS 77064

Contract No. 53847
Project No. / File No. ww4276-35
GFS No: R-0267-75-3
Ord No: 02-0336

Contract Date: 20-May-02
Start Date: 17-Jun-02
Current Contract Completion Date: 07-May-03
Substantial Completion Date: 18-Mar-03
Percentage: By Time 84.62% In Place: 101.97%

CONTRACT TIME IN CALENDAR DAYS

Original Contract Time: 270 days
Approved Extensions: 55 days
Total Contract Time: 325 days
Days Used to Date: 275 days
Days Remaining to Date: 50 days

Date Insurance Exp. 15-Aug-03 Drug Policy Date: 31-JUNE-03 Current M/WBE % N/A Schedule Update Rcvd. N/A

CONTRACT AMOUNT TO DATE:

1. Original Contract Price: \$358,719.00
2. Approved Change Orders: No./Description Amount

1.	Change Order No. 1 (55 Days)	\$7,216.00	
	Total Change Orders to Date:	+/- \$7,216.00	\$7,216.00
	TOTAL CONTRACT AMOUNT:		\$365,935.00

A. EARNINGS TO DATE:

		Complete	
1.	Work Completed to Date:	101.97%	\$365,780.00
2.	Materials Stored on Site, at 85%:	\$0.00	\$0.00
3.	Materials Stored In Place:		0.00
4.	Balance Materials Stored on Site:		\$0.00
	TOTAL EARNINGS TO DATE:		\$365,780.00

B. DEDUCTIONS:

1.	Retainage:	5 % of	\$365,780.00	\$18,289.00	
2.	Add: Retainage Deduction	3 % of	\$365,780.00	(\$10,973.40)	
3.	Total Retainage:	2 % of	\$365,780.00	(\$7,315.60)	(\$0.00)
4.	Liquidated Damages:	0.00 Days @	\$800.00		0.00
5.	Quality Control Retest Cost:				
6.	Sunday/Holiday Overtime Cost:				
	TOTAL DEDUCTIONS:				(\$0.00)

C. AMOUNT DUE THIS PERIOD:

1.	Total Earnings This Date:	\$365,780.00	
2.	Total Reductions:	(\$0.00)	
3.	Total Payments Due:		\$365,780.00
4.	Less Previous Payments:		\$337,982.40
5.	Restoration Adjustment:		
	TOTAL AMOUNT DUE CONTRACTOR THIS DATE:		\$27,797.60

PRELIMINARY DRAFT FOR FINAL ACCEPTANCE OF CONTRACT:

Prepared By: _____	Checked By: _____
Date: _____	Date: _____
Reviewed: _____	Submitted: _____
Const. Engineer. _____	Date: _____
CONTRACTOR: _____	CONTRACTOR REPRESENTATIVE: _____
Date: _____	Date: _____

**CITY OF HOUSTON
STANDARD SPECIFICATION**
**ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK**

CONTRACT FOR:
R-0267-75-3
HOLLISTER LIFT STATION REHABILITATION
ww4276-35

ITEM NO.			UNIT QUANTITIES			UNIT PRICE IN FIGURES	TOTAL IN FIGURES	
ITEM DESCRIPTION			UNIT	PLAN	CURRENT MO.			TO DATE
x BASE UNIT PRICES:								
1.	01502	MOBILIZATION	LS	0.00	0.00	1.00	\$20,000.00	\$20,000.00
2.	01540	DIVERSION PUMP	LS	1.00	0.00	1.00	\$30,000.00	\$30,000.00
3.	01555	TRAFFIC CONTROL AND REGULATIONS//	LS	1.00	0.00	1.00	\$500.00	\$500.00
4.	01555	FLAGMEN FOR TRAFFIC CONTROL	LS	1.00	0.00	1.00	\$4,000.00	\$4,000.00
5.	01573	FILTER FABRIC FENCE	LF	270.00	0.00	270.00	\$0.50	\$135.00
6.	02086	ADJUST EXISTING MANHOLE	EA	1.00	0.00	1.00	\$100.00	\$100.00
7.	02086	ADJUST EXISTING INLET AND GRATE	EA	1.00	0.00	1.00	\$100.00	\$100.00
8.	15101	REPLACE EXISTING AIR RELIEF VALVE ON 12" FORCE M	EA	1.00	0.00	1.00	\$200.00	\$200.00
9.	02220	DEMOLITION	LS	1.00	0.00	1.00	\$30,000.00	\$30,000.00
10.	02336	6" LIME STABILIZED SUBGRADE	SY	555.00	0.00	555.00	\$1.00	\$555.00
11.	02336	LIME	TON	7.00	0.00	7.00	\$90.00	\$630.00
12.	02751	7" CONCRETE SITE PAVING	SY	500.00	500.00	500.00	\$30.00	\$15,000.00
13.	02754	7" CONCRETE DRIVEWAY PAVING	SY	55.00	0.00	55.00	\$30.00	\$1,650.00
14.	02775	CONCRETE SIDEWALK	SF	116.00	0.00	116.00	\$3.50	\$406.00
15.	02822	FENCES, GATES, AND REMOVAL OF DESIGNATED FENC	LS	1.00	0.50	1.00	\$5,000.00	\$5,000.00
16.	02811	LANDSCAPE IRRIGATION	LS	1.00	0.00	1.00	\$1,000.00	\$1,000.00
17.	02900	LANDSCAPE PLANTING	LS	1.00	0.00	1.00	\$1,000.00	\$1,000.00
18.	03931	WET WELL CONCRETE REHABILITATION	SF	1640.00	0.00	1,640.00	\$10.00	\$16,400.00
19.	03931	SEALING WET WELL CRACKS	CF	1.00	0.00	1.00	\$2,000.00	\$2,000.00
20.	09800	WET WELL CONCRETE PROTECTIVE COATING	SF	1640.00	0.00	1,640.00	\$9.00	\$14,760.00
21.	01110	LIFT STATION REHAB AS SHOWN AS ON THE DRAWING						
21A.		PUMPS	LS	1.00	0.00	1.00	\$30,900.00	\$30,900.00
21A1.		O & M MANUALS	LS	1.00	0.00	1.00	\$1,550.00	\$1,550.00
21A2.		START UP & TEST	LS	1.00	0.00	1.00	\$1,550.00	\$1,550.00
21B.		VALVES	LS	1.00	0.00	1.00	\$16,283.00	\$16,283.00
21B1.		O & M MANUALS	LS	1.00	0.00	1.00	\$750.00	\$750.00
21B2.		START UP & TEST	LS	1.00	0.00	1.00	\$750.00	\$750.00
21C.		PIPING						
21C1.		WATER LINE BACKFLOW PRV. & METER	LS	1.00	0.00	1.00	\$10,000.00	\$10,000.00
21C2.		LIFT STATION PIPING	LS	1.00	0.00	1.00	\$30,000.00	\$30,000.00
21C3.		P-TRAP & DRAIN	LS	1.00	0.00	1.00	\$5,500.00	\$5,500.00
21D.		MISCELLANEOUS METAL & FIBERGLASS	LS	1.00	0.00	1.00	\$5,000.00	\$5,000.00
21E.		PROTECTIVE COATING	LS	1.00	0.00	1.00	\$4,000.00	\$4,000.00
21F.		CONCRETE CURBS	LS	1.00	0.40	1.00	\$1,000.00	\$1,000.00
21G.		CATHODIC PROTECTION	LS	1.00	0.00	1.00	\$1,000.00	\$1,000.00
21H.		MOVE STREET LIGHT	LS	1.00	0.00	1.00	\$1,000.00	\$1,000.00

**CITY OF HOUSTON
STANDARD SPECIFICATION**
**ESTIMATE AND CERTIFICATE FOR
PAYMENT, UNIT PRICE WORK**

CONTRACT FOR:
R-0267-75-3
HOLLISTER LIFT STATION REHABILITATION
ww4276-35

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT QUANTITIES			UNIT PRICE IN FIGURES	TOTAL IN FIGURES
			PLAN	CURRENT MO.	TO DATE		
21J.	ELECTRICAL SYSTEM						
21J1.	FIXTURE & GEAR	LS	1.00	0.00	1.00	\$12,000.00	\$12,000.00
21J2.	CONDUIT WIRE & DUCT BANK	LS	1.00	0.10	1.00	\$30,000.00	\$30,000.00
21J3.	WIRE TERMINATION	LS	1.00	0.00	1.00	\$1,000.00	\$1,000.00
21J4.	SCADA SYSTEM	LS	1.00	0.00	1.00	\$55,000.00	\$55,000.00
21J4A.	O & M MANUALS	LS	1.00	0.00	1.00	\$2,750.00	\$2,750.00
21J4B.	START UP & TEST	LS	1.00	0.00	1.00	\$2,750.00	\$2,750.00
CASH ALLOWANCE					BID ITEMS SUBTOTAL:		\$356,219.00
22.	BUILDING PERMIT AND WATER METER	CA	1.00	0.00	0.94	\$2,500.00	\$2,345.00
CHANGE ORDER No. 1					CASH ALLOWANCE SUBTOTAL:		\$2,345.00
23.	LEAD PAINT ABATEMENT	LS	1.00	0.00	1.00	\$7,216.00	\$7,216.00
					CHANGE ORDER No. 1 SUBTOTAL		\$7,216.00
					BID ITEMS SUBTOTAL:		\$365,780.00
					(\$800.00)		\$0.00
TOTAL BID ITEMS, AND CHANGED WORK COMPLETED TO DATE:							\$365,780.00
85% MATERIALS ON HAND NOT IN PLACE							\$0.00
TOTAL TO DATE:							\$365,780.00
RETAINAGE 5% OF CONTRACT BID ITEMS & CHANGED WORK SUB-TOTAL:							\$18,289.00

**CITY OF HOUSTON
CONSTRUCTION BRANCH
ACCEPT WORK RCA CHECKLIST**

Project No. _____

GFS No. _____

A. With Request for Council Action

- _____ A1. **File Notes**
- _____ A2. **Accept Work RCA Memo**
- _____ A3. **RCA Routing Form** (Original on Pink Paper)
- _____ A4. **Caption**
- _____ A5. **Request for Council Action** (Original on Blue Paper)
- _____ A6. **Two Original Change Orders** (With copy of approved RFP or WCD)
(If RCA appropriates additional funds)
- _____ A7. **City Map, Showing Affected Council District**
- _____ A8. **Project Location Map**
- _____ A9. **All Previously Approved Change Orders** (Copies in ascending order)
- _____ A10. **All Previously Approved RCA's & Ordinances/Motions** (Copies)
- _____ A11. **Form "A" & GFS Documents** (If appropriating additional funds)
- _____ A12. **Blue Backed Original Ordinance and Controller's Certificate with Two
Copies attached to back** (If appropriating additional funds)

B. Support Documents

- _____ B1. **Certificate of Substantial Completion, Doc.-00670** (Copy)
- _____ B2. **Affirmative Action Contract Compliance:**
 - _____ B2.1 **Affirmative Action and Contract Compliance Clearance Letter** (Copy)
 - _____ B2.2 **Verification of MWDBE Participation** (If Applicable, Copy)
 - _____ B2.3 **Performance Evaluation-Affirmative Action Contract Compliance**
(Copy)
- _____ B3. **Contractor Performance Evaluation** (Original)
- _____ B4. **Final Pay Estimate:**
 - _____ B4.1 **Cover** (Original)
 - _____ B4.2 **Final Bid Items** (Original)
 - _____ B4.3 **Change Order** (Copy to be replaced by original when submitted to
Accounting for Payment)
 - _____ B4.4 **Other Charges** (Chlorination, etc., Original)
 - _____ B4.5 **Consent of Surety Company to Final Payment** (Original)
 - _____ B4.6 **Certificate of Payment to Subcontractors & Suppliers, Doc.-00651**
(Original)
 - _____ B4.7 **Contractors Certification of Final Completion, Doc. -00673** (Original)
 - _____ B4.8 **Final Certificate of Completion** (Original)

DISTRIBUTION

Chief Engineer	A & B	Marty Stein	A & B
Assistant Director	A	George Bravenec	A & B
Deputy Director	A	Project File	A & B
Mike Smith	A & B		

PROCESS STANDARD

STANDARD
PROCESS 4.3 - PREPARE ACCEPT WORK RCA PACKAGE

PRELIMINARY ACCEPT WORK DOCUMENTS:

- 1) Award RCA
- 2) Project Location Maps
- 3) Council District Maps
- 4) Award Ordinance
- 5) Substantial Completion Certificate.

Note: It will be helpful to have a copy of Documents 00510 pages 1 through 4 and the 00405 documents from the Specifications and the Project Information Sheet in your working file.

ACCEPT WORK DOCUMENTS FOR PROCESSING AND RETURN BY OTHERS:

- 1) AACC Clearance request
- 2) Performance Evaluation by AACC
- 3) Preliminary Final Estimate for Contractor's signature
- 4) Certificate of Payment of Subcontractor's and Suppliers (Document 00651)
- 5) Contractor's Certificate of Final Completion (Document 00673)
- 6) Final Pay Estimate
- 7) Final Certificate of Completion (to be signed by City Engineer)
- 8) Accept RCA - For review and by Chief Engineer and Council Liaison
- 9) Contractor Evaluation by Project Manager

Also complete the Accept Work RCA Check List and prepare Summary Letter for attachment to the Accept RCA. The CUIC No. required in the Accept RCA document can be obtained from the LOG maintained by Administrative Assistant to Chief Engineer.

ACCEPT WORK DOCUMENTS RECEIVED FROM OTHERS:

- 1) Verification of MWDBE participation
- 2) AACC clearance letter
- 3) Performance Evaluation by AACC.
- 4) Signed Preliminary Final Estimate from Contractor along with Documents 00651 and 00673 and Final Consent of Surety.
- 5) Copy of Signed Final Estimate from Assistant Director along with Back Up of Final Bid Items.
- 6) Final Completion Certificate signed by the Chief Engineer.

ASSEMBLE RCA ACCEPT WORK DOCUMENTS PER THE CHECK LIST:

RCA - Routing Form	(Pink - Original)
CAPTION SHEET	(Original)
ACCEPT RCA	(BLUE -Original)
Verification of MWBE Participation from AACC	(Copy)
City Map Showing Affected Council Districts	(Copy)
Project Location Map	(Copy)
All Previously Approved Change Orders	(Copies - in Ascending Order)
All Previously Approved RCA's and Ordinances	(Copies)
Substantial Completion Certificate	(Copy)
AACC Clearance Letter	(Copy)
Performance Evaluation by AACC	(Copy)
Performance Evaluation by Project Manager	(Original)
Cover Sheet Final Pay Estimate Signed by Assistant Director	(Copy)
Final Bid Items	(Copy)
Consent of Surety to Final Payment	(Copy)
Certificates of Payments to Sub Contractors and Suppliers (Form 00651 - Copy)	
Contractor's certification of Final Completion (Form 00673 - Copy)	
Final Certificate of Completion	(Copy)

Note:

- 1) These above documents will be on the right hand side of the folder in the RCA package.
- 2) On the left hand side of the folder attach the Check list and the Summary Letter and submit it to the Chief Engineer after signature by the Project Manager.

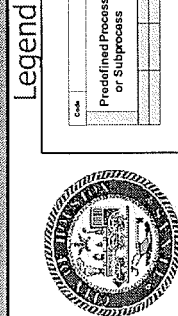
The flowchart illustrates the process for preparing and submitting the Final Pay Estimate, starting from the initial request by the Project Manager and involving multiple reviews and approvals by the Estimator, Closeout Administrator, and Chief Engineer.

Process Flow:

- 4.1** Conduct Substantial Completion Inspection.
- Decision:** Retainage Reduced?
 - No:** Proceed to 4.4.2.
 - Yes:** Proceed to 4.4.1.
- 4.4.2 ESTIMATOR:** Prepare Estimate Reducing Retainage To 2% And 1% After Receipt Of Consent Of Surety And PM Direction. Route For Signatures.
- 4.4.3 ESTIMATOR:** Prepare Final Draft Estimate And Submit To PM.
- DRAFT FINAL PAY ESTIMATE** (Document).
- 4.3** Prepare Accept Work RCA Package.
- 4.4.6 CLOSEOUT ADMINISTRATOR:** Locate And Print Project Motion On LAN Drive After It Is Passed By Council (Between 1 To 2 Wks).
- 4.4.7 CLOSEOUT ADMINISTRATOR:** Prepare Final Payment Memo To Accounting And Assemble Final Payment Documents.
- 4.4.8 CLOSEOUT ADMINISTRATOR:** Forward Completed Accept Work Package To Project Manager For Review And Signatures.
- 4.4.9 CHIEF ENGINEER:** Review And Sign Final Payment Memo.
- Decision:** Package Correct/Complete?
 - No:** Return to 4.4.7.
 - Yes:** Proceed to 4.4.10.
- 4.4.10 DOCUMENT CONTROL:** Log, Copy And Submit Pay Estimate To Acctg. Dept. And Date Stamp All Copies Including Memo Cover.
- DISTRIBUTION:** Accounting: 1 Original + 3 copies; Contractor & File: 1 copy; Copy of Estimate Cover submitted to DC & PM.
- FINAL PAY ESTIMATE** (Document).
- Log Estimate In Database** (Database Entry).

Timeline: The process includes a 10 DAY period for steps 4.1 through 4.4.3, followed by a 14 DAYS period for steps 4.4.6 through 4.4.9, and a final 3 DAYS period for steps 4.4.10 and the distribution/logging phase.

**CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP**



Legend

Code		Process Owner (s)		SubProcess Or Task		Other Contributor	
							Activity Conducted By A Individual Or Organization Outside The Construction Branch

(CONTRIBUTOR) Likely to Participate in a process

CONTRIBUTORS
AD = ASSISTANT DIRECTOR
AS = ADMIN SUPERVISOR
PM = PROJECT MANAGER
PI = PROJECT INSPECTOR
DC = DOCUMENT CONTROL
AA = ADMINISTRATIVE ASSISTANT
CA = CLOSEOUT ADMINISTRATOR

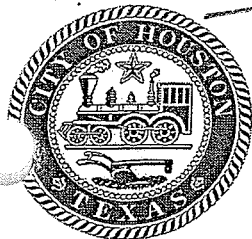
Deliverable

Suggested Logical dependency between activities

Update Database

Drawing Page:

PROCESS EXAMPLES



CITY OF HOUSTON

Public Works and Engineering
Department

DEPARTMENT OF
PUBLIC WORKS & ENG.
CIP ACCOUNTING

03 AUG 19 PM 1:45

Interoffice

Correspondence

To: Bertrand Tillery
Deputy Assistant Director
General Accounting/Accounts
Payable

From: Senior Assistant Director
Construction Branch

Date: August 18, 2003

Attn: Cheryl Martin

Subject: **ACCEPT WORK FOR WEST DISTRICT WWTP
IMPROVEMENTS**

Please begin processing the Final Payment for the referenced project. City Council approved this project on August 6, 2003. The Motion Number is 2003 0971. The Ordinance Number is 01-0506. Details of the project are as follows:

Project Title: West District WWTP Improvements

Contractor: [REDACTED]

GFS No.: R-0512-07-3

File/Project No.: WW4768-01

Contract No.: 51916

All the relevant documents necessary to process the payment are being forwarded as follows:

1. Cover
2. Final Bid Items
3. ✓ Consent of Surety Company to Final Payment
4. ✓ Certificate of Payment to Subcontractors & Suppliers, Doc.-00651
5. ✓ Contractors Certification of Final Completion, Doc.-00673
6. ✓ Final Certification of Completion
7. ✓ Copy of Approved Council Motion No. 2003 0971


Daniel W. Krueger, P.E.

DWK:TF:vlf

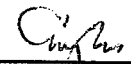
C:\My Documents\4768-01.doc

Attachments

cc: N. Iyer
Leonard Perkins

OER-4768-01-7-6.2

Acknowledgment with attachments:


Project Accounting

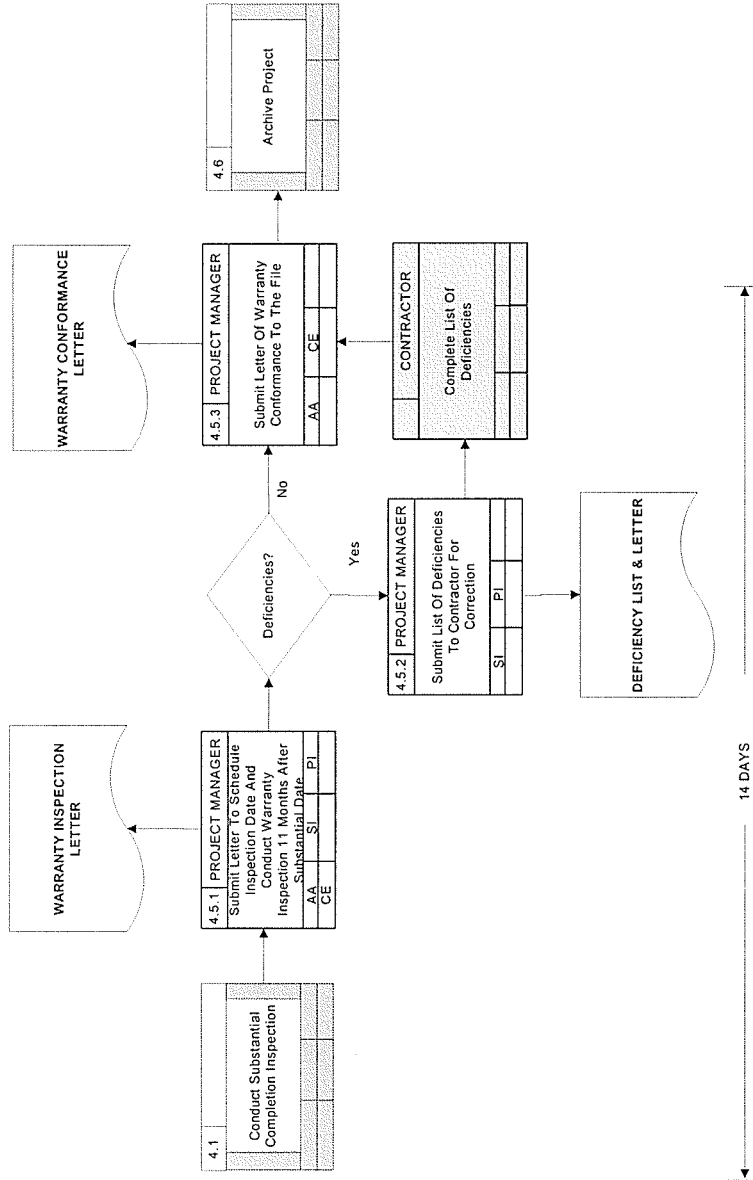
8/20/03
Date

PROCESS STANDARD

STANDARDS
PROCESS 4.4 – PROCESS FINAL PAYMENT

1. Final Pay Estimates should be submitted to Accounting Dept. twenty days after Council approves the Accept Work RCA.

PROCESS 4.5 - CONDUCT WARRANTY INSPECTION



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION
CONSTRUCTION BRANCH PROCESS MAP

Legend



Code	Process Owner (s)
Predefined Process or Subprocess	

Code	Process Owner (s)
SubProcess Or Task	

(CONTRIBUTOR) (User is Public space in a process)

Code	Process Owner (s)
Other Contributor Activity Conducted By A Contributor Outside The Contribution Branch	

Code	Process Owner (s)
CONTRIBUTORS	
AD = ASSISTANT DIRECTOR	CE = CHIEF ENGINEER
AS = ADMIN SUPERVISOR	SE = SENIOR ENGINEER
PI = PROJECT INSPECTOR	PC = PROJECT CONTROLS
DC = DOCUMENT CONTROL	ES = ESTIMATOR
AA = ADMINISTRATIVE ASSISTANT	IA = INVOICE ADMINISTRATOR
CA = CLOSEOUT ADMINISTRATOR	

Code	Process Owner (s)
Deliverable	

Code	Process Owner (s)
Update Database	

Code	Process Owner (s)
Drawing Page: 1 of 1	

PROCESS EXAMPLES

(DATE)

(CONTACT PERSON)
(CONTRACTOR COMPANY)
(CONTRACTOR ADDRESS)
(CITY, STATE & ZIP)

Re: (PROJECT TITLE)
GFS No. (NUMBER), File No. (NUMBER)
Eleven Month Warranty Inspection, Drawing No. (NUMBER)
Contract No. (NUMBER)

Dear (CONTACT PERSON):

Please be advised that the Eleven Month Warranty Inspection of the referenced project will be conducted at (TIME) on (DAY), (DATE). All interested parties will meet at the intersection of (STREETS), Key Map Grids (NUMBER).

If you should have any questions regarding this inspection, please contact (NAME), Project Manager, at (NUMBER) at your earliest convenience.

Sincerely,

CHIEF ENGINEER

XX:XX:(typist's initials)

cc: ASST. DIRECTOR. Funding)	OWNER'S REPRESENTATIVE	Mike Cook (SRF
PROJECT MANAGER	DESIGN CONSULTANT	Jim Boxley
SENIOR INSPECTOR	DESIGN PROJECT MGR.	
UTILITY OPERATIONS	ADMINISTRATIVE SUPERVISOR	
PROJECT FILE(NO./CODE)		

(DATE)

(CONTACT PERSON)
(CONTRACTOR COMPANY)
(CONTRACTOR ADDRESS)
(CITY, STATE & ZIP)

Re: (PROJECT TITLE)
GFS No. (NUMBER), File No. (NUMBER), Drawing No. (NUMBER)
Contract (NUMBER)
Warranty Inspection

Dear (CONTACT PERSON):

As required by General Conditions Article 12.2.3, the City has conducted the Eleven Month Warranty Inspection on (date) and has found the work to be in (compliance/non-compliance) with the original contract documents. Enclosed is a copy of the Certificate of Substantial Completion and Attachment 1. All items listed should be corrected promptly after receipt of this letter.

Should you have any questions concerning this matter, please feel free to contact me at your convenience at (NUMBER) or (NAME), Project Manager at (NUMBER).

Sincerely,

CHIEF ENGINEER
SECTION NAME

XX:XX: (typist initials)

Enclosure(s)

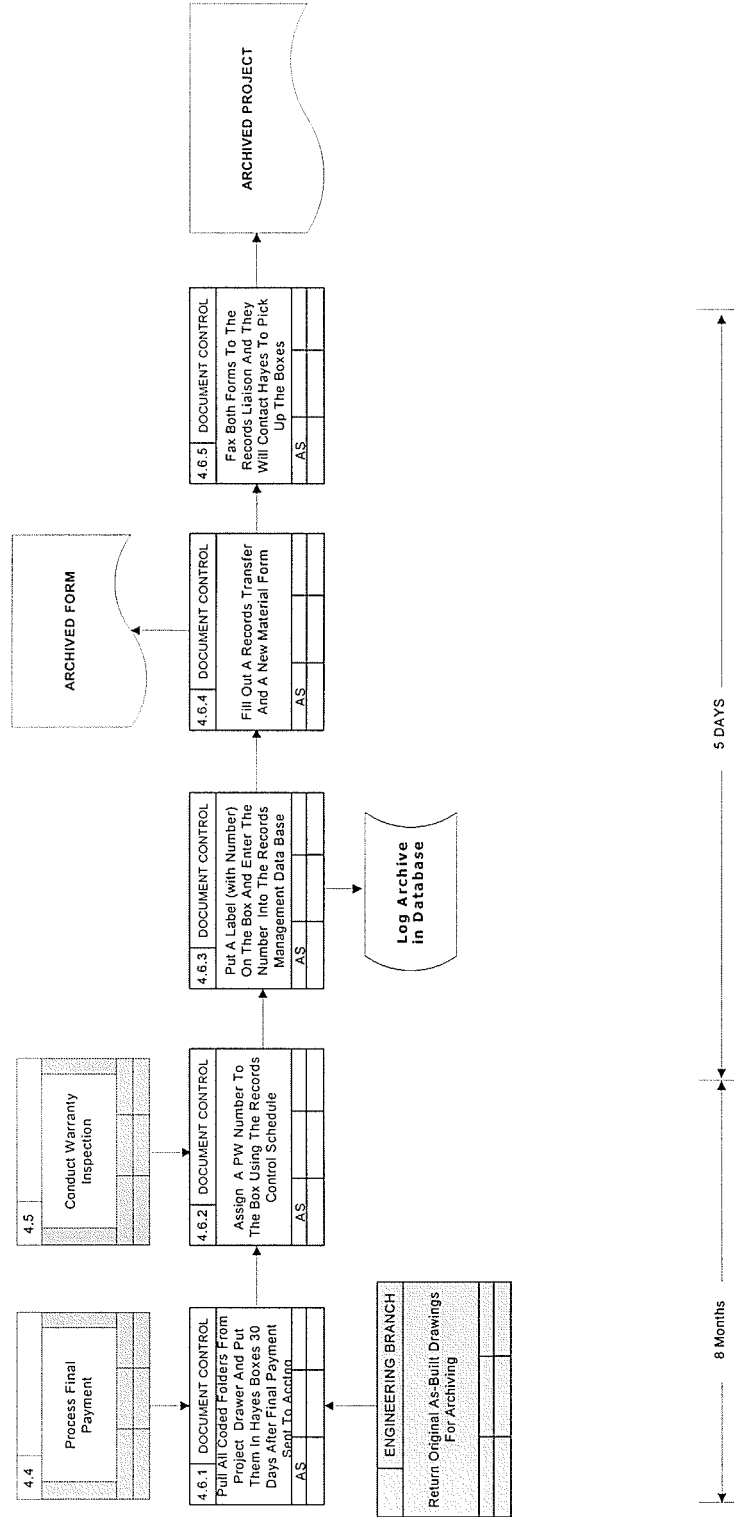
cc:	DEPUTY DIRECTOR	PROJECT MANAGER
	ASSISTANT DIRECTOR	CAPITAL PROJECTS EFFECTIVENESS
	ADMIN. SUPERVISOR	Mike Cook (SRF Funding)(if required)
	UTILITY OPERATIONS	OWNER REPRESENTATIVE
	Project File (NUMBER/CODE)	

PROCESS STANDARD

STANDARDS
PROCESS 4.5 – CONDUCT WARRANTY INSPECTION

1. Warranty Inspections should be tentatively scheduled when the certificate of Substantial Completion is prepared.
2. The letter scheduling the Warranty Inspection should be transmitted to the Contractor 10 days prior to the inspection.
3. The following individuals should be invited to the Warranty Inspection:
 - a. Owner/Operators
 - b. Senior Inspector
 - c. Project Inspector
 - d. Design Engineer
 - e. City of Houston Design Project Manager

PROCESS 4.6 - ARCHIVE PROJECT DOCUMENTS



CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING CONSTRUCTION & REAL ESTATE DIVISION CONSTRUCTION BRANCH PROCESS MAP

Legend

Code Process Owner (s)

Code	Process Owner (s)
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Code SubProcess Or Task

Code	SubProcess Or Task
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Code Other Contributor

Code	Other Contributor
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Code Activity Conducted By A Individual Or Organization Outside The Construction Branch

Code	Activity Conducted By A Individual Or Organization Outside The Construction Branch
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Code Predefined Process or Subprocess

Code	Predefined Process or Subprocess
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Code Deliverable

Code	Deliverable
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Code Update Database

Code	Update Database
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Code Suggested logical dependency between activities

Code	Suggested logical dependency between activities
AD	ADMINISTRATIVE ASSISTANT
AS	ADMINISTRATIVE ASSISTANT
CA	CLOSEOUT ADMINISTRATOR
CE	CHIEF ENGINEER
SE	SENIOR ENGINEER
SI	SENIOR INSPECTOR
PC	PROJECT CONTROLS
PM	PROJECT MANAGER
PS	PROJECT SUPERVISOR
DC	DOCUMENT CONTROLS
AA	ADMINISTRATIVE ASSISTANT
IA	INVOICE ADMINISTRATOR
CA	CLOSEOUT ADMINISTRATOR

Drawing Page: 1 of 1

PROCESS EXAMPLES



<u>R</u>	<u>R</u>	—	—	—	—	—	—	—	—
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HAYS IMS

NEW MATERIAL FORM

CITY OF HOUSTON

ACCT. NO.: COH-PWE DEPT. NAME

Public Works

SENDER'S NAME				TELEPHONE NUMBER	DATE	REC. BY	DATE
ADDRESS				*HAYS USE ONLY*			
NO	CITY BOX NUMBER	DATE SENT TO STORAGE MM/DD/YY	BOX SIZE	HAYS BARCODE NUMBER	HAYS LOCATION		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							



Fax Order Form How

Use this form to place orders via fax to 713-666-0451
Questions? Call 713-666-3683

DAY: M ☐ T ☐ W ☐ T ☐ F ☐ S ☐ S ☐

DATE: 11/20/2002

TIME: 9:30 AM

Ordered By: _____ Phone: _____

Customer: City of Houston

☐ **Normal (Regular)** Orders placed before 11:00 am will be delivered before 5:00 pm same day. Orders placed before 3:30 pm will be delivered the next workday morning.

Department: _____

☐ **Emergency (Rush)** Orders will be delivered within two hours.

Account No.: _____

Deliver To/Pickup From: _____

Address: _____ Floor: _____

City, State, Zip: _____ Phone: _____

Special Instructions: _____

Order Type:	<input type="checkbox"/> Retrieval
CUSTOMER BOX NO.	HAYS BARCODE #

Order Type:	<input type="checkbox"/> Pickup		
DESCRIPTION	QUANTITY	BOX TYPE (SIZE)	FILE QUANTITY
New boxes			
Entire box refills			
Individual File refills			
Interfiles			

Order Type:	<input type="checkbox"/> Supplies	Authorized Signature:
QUANTITY	SUPPLY DESCRIPTION	Print Name Ordered By:
	<input type="checkbox"/> #1215 HD with attached lid	Signature:
	<input type="checkbox"/> #1215 EC+Lid with separate lid	

For Hays Use only: ORDER TYPE: _____ DATE: / / TIME: : ☐ AM ☐ PM

Word file revised 11/6/02

City of Houston
Records Control Schedule
Public Works and Engineering

Page No.: 20
02/25/2003

APPROVED SLR 520 SUBSTITUTE

Public Works and Engineering 0201
Engineering, Construction & Real Estate
Facilities Engineering & Construction
Water

Reason for Amendment:
New Record _____
Change Record _____
Delete Record _____
Revised Record _____

RECORD NO.	RECORD TITLE	TOTAL RETENTION OFFICE	STORAGE	TX ST LIB REFERENCE
RR00009429	Abandonments (copies)	AV		GR1000-26c
RR00009408	Addendum (copies)	AV		GR1000-26c
RR00009435	Administrative Letters & Memos	2		GR1000-26b
RR00009414	Agenda (copies)	AV		GR1000-26c
RR00009416	Agreements	US	5	GR1000-38
RR00009438	Appointment Record Book	AV		GR1000-26c
RR00009441	Attendance & Leave Report	4		GR1050-56
RR00009402	Bid Tabulations	FE	3	GR1075-01a
RR00009399	Construction & Project Specifications. Commercial.		PER	PW5250-01a
RR00011696	Construction & Project Specifications. Residential & miscellaneous.	AV		PW5250-01b/c
RR00009393	Construction Files		PER	GR1075-16
RR00009412	Construction Photographs		PER	GR1000-37
RR00009395	Contracts	EXP	4	GR1000-25
RR00009424	Control Logs	1		GR1000-41b
RR00009428	Council Agenda (copies)	AV		GR1000-26c
RR00009396	Council Motions	2		GR1000-03f
RR00009421	Deed of Record Survey (copies)	AV		GR1000-26c
RR00009420	Design Calculations		PER	GR1075-16
RR00009400	Design Drawings		PER	GR1075-16
RR00009430	Encroachments		PER	GR1000-28
RR00009391	Engineering Reports & Studies		PER	GR1075-16
RR00009407	Estimates	1		GR1075-01c
RR00009413	Flow Monitoring Report	3		UT5025-07a
RR00009442	ID Badges	US	2	GR1050-10
RR00009405	Invoices	FE	3	GR1025-26
RR00009392	Land Acquisitions (copies)	AV		GR1000-26c
RR00009417	Manuals	US	5	GR1000-38
RR00009409	Notice to Bidders	1		GR1075-01c
RR00009397	Ordinances (copies)	AV		GR1000-26c
RR00009419	Permits/Approvals	EXP	2	GR1000-36
RR00009439	Personnel Files		PER	GR1050-12
RR00009427	Plans		PER	GR1075-16
RR00009437	Project Budget Listing		PER	GR1025-04b
RR00009433	Project Status Report		PER	GR1075-16
RR00009403	Proposals		3	GR1075-01a
RR00009431	Pumpage/Rainfall Report	FE		UT5025-07a
RR00009418	Reparation Files	3		GR1025-07d
RR00009434	Request for Council Action		PER	GR1000-03f
RR00009423	Request for Information	2		GR1075-01a
RR00009411	Right - of- Way File	FE	3	GR1000-28
RR00009432	Sale of Surplus Property		PER	GR1025-05d
RR00009415	Shop Drawings	1		GR1075-16
RR00009406	Site Layout Report		PER	GR1025-07d
RR00009394	Sketches		PER	GR1075-16
RR00009398	Soil Investigations		PER	GR1075-16

City of Houston
Records Control Schedule
Public Works and Engineering

Page No.: 28
02/25/2003

APPROVED SLR 520 SUBSTITUTE

Public Works and Engineering
Engineering, Construction & Real Estate
Facilities Engineering & Construction
Street & Bridge

0203

Office Code

Reason for Amendment:

New Record _____
Change Record _____
Delete Record _____
Revised Record _____

RECORD NO.	RECORD TITLE	TOTAL RETENTION OFFICE	STORAGE	TX ST LIB REFEREN
RR00009357	Bids	3		GR1075-01
RR00009359	Estimates	5		GR1075-01
RR00009362	Motions	2		GR1000-03
RR00009363	Ordinances	AV		GR1000-26
RR00009360	Personnel Records		PER	GR1050-12
RR00009365	Pre-Bid Conferences	2		GR1000-03
RR00009364	Project Pre-Bid Summary		PER	GR1075-16
RR00009356	Property Acquired Report	5		GR1000-41
RR00009366	Reading Files	AV		GR1000-26
RR00009358	Request for Information	FE	3	GR1075-01
RR00009367	Right-of-Way Information		PER	GR1000-28
RR00009361	Timesheets	4		GR1050-56
RR0000	<i>Design Const Files</i>			

PROCESS STANDARD

STANDARD
PROCESS 4.6 – ARCHIVE PROJECT DOCUMENTS

1. One month after final payment has been made to the Contractor all project files should be boxed up.
2. All projects shall be archived after the Warranty Inspection is Complete.